

# Guidance Workers Certification Requirements

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# Contents

	Page
Foreword . . . . .	v

## Part I. Certification Requirements and Title V-A Qualifications for School Counselors:

	Page		Page
Alabama . . . . .	1	Montana . . . . .	32
Alaska . . . . .	2	Nebraska . . . . .	33
Arizona . . . . .	3	Nevada . . . . .	34
Arkansas . . . . .	4	New Hampshire . . . . .	36
California . . . . .	5	New Jersey . . . . .	36
Colorado . . . . .	9	New Mexico . . . . .	39
Connecticut . . . . .	11	New York . . . . .	42
Delaware . . . . .	12	North Carolina . . . . .	44
District of Columbia . . . . .	13	North Dakota . . . . .	45
Florida . . . . .	15	Ohio . . . . .	46
Georgia . . . . .	16	Oklahoma . . . . .	48
Guam . . . . .	17	Oregon . . . . .	49
Hawaii . . . . .	18	Pennsylvania . . . . .	49
Idaho . . . . .	19	Puerto Rico . . . . .	50
Illinois . . . . .	20	Rhode Island . . . . .	51
Indiana . . . . .	20	South Carolina . . . . .	52
Iowa . . . . .	23	South Dakota . . . . .	53
Kansas . . . . .	24	Tennessee . . . . .	54
Kentucky . . . . .	25	Texas . . . . .	55
Louisiana . . . . .	26	Utah . . . . .	56
Maine . . . . .	27	Vermont . . . . .	57
Maryland . . . . .	28	Virginia . . . . .	59
Massachusetts . . . . .	28	Virgin Islands . . . . .	60
Michigan . . . . .	29	Washington . . . . .	60
Minnesota . . . . .	29	West Virginia . . . . .	61
Mississippi . . . . .	30	Wisconsin . . . . .	62
Missouri . . . . .	31	Wyoming . . . . .	63

## Part II. Certification Requirements for School Psychologists and Psychometrists:

	Page		Page
Arizona	67	New Jersey	78
California	67	New York	79
Colorado	68	Ohio	81
Connecticut	69	Oklahoma	82
Delaware	70	Oregon	83
Florida	71	Pennsylvania	84
Hawaii	72	Rhode Island	85
Idaho	72	South Carolina	86
Indiana	74	Tennessee	86
Iowa	75	Utah	87
Maine	75	Washington	88
Minnesota	76	Wisconsin	90
Missouri	77		

## Part III. Certification Requirements for School Social Workers and School Nurses:

### A. School Social Workers

	Page
Minnesota	95
New Mexico	97
Oklahoma	98
Utah	99
Washington	100
Wisconsin	102

### B. School Nurses

	Page
Indiana	103
Minnesota	104
Washington	105

## Foreword

Demands on guidance workers in secondary schools are constantly increasing. Certification requirements for these workers are continually being revised as their responsibilities become more sharply defined. Since the appearance of the 1960 edition of *Guidance Workers Certification Requirements* (Bulletin 1960, No. 14), 21 States and territories have changed their requirements. During the same period, an additional 8 States and territories have instituted these requirements for the first time; thus 49 States and territories now have certification requirements established by State or territorial legislatures or departments of education under authority granted by legislatures.

Part I of this bulletin presents, for each State and territory concerned, the certification requirements for guidance workers in secondary schools. It also presents the qualifications required by every State and territory, except the Canal Zone and American Samoa, for guidance positions in secondary schools operating guidance programs under title V-A of the National Defense Education Act of 1958. In instances where certification standards vary from those established under NDEA, both statements of standards are included. The information given has been verified by the States and territories as applicable through the 1962 calendar year.

Twenty-five States now have certification requirements for school psychologists, counseling psychologists or psychometrists. These requirements are listed, by State, in part II of this bulletin. Part III lists qualification requirements for school social workers and school nurses for the seven States which have established certification requirements for one or both of these areas of work.

This bulletin was prepared under the general direction of Frank L. Sievers, Director, Guidance and Counseling Programs Branch, Division of State Grants.

# PART I

## Guidance Workers Certification Requirements

Certification requirements for each State are given here as stated by the proper officials in each State. Qualifications required for workers in title V-A programs have been copied from the State plan of each State.

### Part I. School Counselor

#### ALABAMA

##### *Certification Requirements*

##### **Class A Guidance and Counseling Professional Certificate**

A class A guidance and counseling professional certificate may be issued to a person who presents credentials showing:

1. That he has graduated with a master's degree from a standard institution in a curriculum approved for guidance and counseling
2. That he has a class B professional certificate
3. That he has a minimum of 2 years of successful teaching experience
4. That he has earned a minimum of 18 quarter hours or 12 semester hours of credit consisting of the following areas of guidance and counseling:

*a. Philosophy, organization, and administrative relationships of guidance services*

This includes the philosophy and scope of services of an adequate guidance program; functions and responsibilities of personnel involved, including the counselor; procedures in organization; orientation of total faculty; program evaluation; referral procedures; and financing facilities.

*b. Appraising, assessing, and understanding the individual*

This includes a study of human growth and development; individual and group instruments for individual appraisal (tests, inventories, anecdotal records); case study techniques; management of cumulative records;



procedures in securing, recording, interpreting, and using pertinent information about the individual.

*c. Individual counseling*

This includes theory, techniques, and actual practice in counseling interviews.

*d. Educational and occupational information*

This includes securing and organizing valid educational and occupational information; procedures and resources for effective utilization of the information, involving relationships with the total school personnel.

*e. Group guidance procedures*

This includes the meaning, purposes, scope, and techniques of group guidance.

A class A guidance and counseling professional certificate is a conditional certificate which is valid for a period of 10 years and is the authority of the holder to work in the area of guidance and counseling. This certificate cannot be continued or reinstated. A person who desires to continue in guidance and counseling must meet the requirements for the class AA guidance and counseling professional certificate within the 10-year period.

### **Class AA Guidance and Counseling Professional Certificate**

A class AA guidance and counseling professional certificate may be issued to a person who holds a class A guidance and counseling professional certificate and who has completed a minimum of 45 quarter hours or 30 semester hours of credit beyond the master's degree in an approved institution. The work shall consist of an approved program for counselors, including supervised practice in guidance and counseling. This includes actual experiences in a school environment where a comprehensive program of guidance services is in operation. If an institution confers some type of certificate, diploma, or degree at the end of 2 years of graduate work, such is a prerequisite for the issuance of the AA certificate. If an institution does not confer such a degree, a statement from the proper official of the institution must accompany the application certifying that the applicant is within approximately 1 year of his doctorate.

A class AA guidance and counseling professional certificate is an unconditional permanent certificate which is valid for the life of its holder and is the authority of the holder to work in the area of guidance and counseling.

### ***Title V-A Qualifications***

As a minimum standard for approval of a guidance and counseling program, guidance counselors engaged in approved programs must possess: (1) A bachelor's degree from a State accredited institution of higher education, (2) credit requirements for a State teacher's certificate, and (3) the equivalent of 12 semester or 18 quarter hours in the area of guidance at the graduate level as required for the class A certificate.

As a recommended standard toward which persons engaged in approved guidance and counseling programs should work, the class AA certificate should be obtained by those who desire to continue as a professional guidance worker in the secondary schools of Alabama.

## **ALASKA**

### ***Certification Requirements***

Alaska legally does not have certification requirements for guidance workers. It does, however, have mandatory standards for those workers using Federal vocational education funds or National Defense Education Act funds.

## *Title V-A Qualifications*

All professional guidance personnel shall hold a valid Alaska teacher's certificate and shall have completed 9 quarter hours in recognized guidance courses. It is recommended that all professional guidance personnel shall have completed a minimum of 45 quarter hours beyond the baccalaureate degree and shall have at least 18 quarter hours in the areas of principles of guidance, organization and administration of guidance services, educational tests and measurements, statistics, psychology of adolescence, and educational psychology; and, in addition, shall have completed at least 2 years of successful teaching.

## **ARIZONA**

### *Certification Requirements*

#### **School Counselor and Guidance Worker Certificate—Secondary Level**

##### *Application*

Any person permitted to do student counseling and guidance shall meet the qualifications for certification as defined below.

##### *Definitions*

Student counseling shall mean the performance of guidance and counseling duties in an organized guidance program beyond the advisory duties and functions of the certified classroom teacher. Any person serving as counselor or in related areas of guidance has the responsibility of rendering guidance services commensurate with his level of training and experience.

Persons engaged in school counseling and guidance prior to June 30, 1958, shall be given 5 years to complete the requirements of step I or step II.

## **TWO LEVEL PLAN**

### *Provisional School Counselor (Step I)*

#### *General Provisions*

1. Valid Arizona teaching certificate
2. Three years of teaching experience, or its equivalence
3. At least 1 year of adult-work experience in areas other than education
4. The provisional certificate is valid for 4 years from date of issuance.
5. The provisional school counselor certificate is not renewable.

#### *Academic Requirements*

1. A minimum of 9 semester hours from the following areas with at least one course in each area:
  - a. Principles of guidance.
  - b. Analysis of the individual
  - c. Educational and occupational information
  - d. Counseling techniques
2. A minimum of 6 semester hours selected from at least 3 of the following areas:
  - a. Group guidance
  - b. Organization and administration of guidance programs
  - c. Mental health and hygiene

- d. Sociology
- e. Vocational education
- f. Scientific methods of research
- g. Psychology of human behavior
- h. Social case work
- i. Supervised experience in guidance

3. At least 10 hours from the above-listed areas shall be on the graduate level.

### *Professional School Counselor (Step II)*

#### *General Provisions*

- 1. Valid Arizona secondary teacher certificate
- 2. Three years of teaching experience, or its equivalence
- 3. One year of counseling experience; or equivalent work in supervised practice or internship in guidance
- 4. Master's degree
- 5. Applicant shall meet all requirements of step I above.
- 6. The renewal of the professional certificate is concurrent and on the same basis as the regular teacher's certificate.

#### *Academic Requirements*

- 1. A minimum of 15 graduate semester hours from the following areas: (A course in (d) Counseling Techniques is required of all.)
  - a. Principles of guidance
  - b. Analysis of the individual
  - c. Occupational and educational information
  - d. Counseling techniques
  - e. Organization and administration of guidance programs
  - f. Supervised experience in guidance
  - g. Statistics
  - h. Group guidance
- 2. A minimum of 9 additional graduate hours elected from at least two of the following areas:
  - a. School administration
  - b. Curriculum
  - c. Social case work
  - d. Psychology of human behavior
  - e. Economics
  - f. Labor and industrial relations
  - g. Vocational education
  - h. Sociology
  - i. Mental health and hygiene
  - j. Scientific methods of research

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## **ARKANSAS**

### *Certification Requirements*

#### *Counselor Certification*

- 1. Two years of teaching experience in public schools
- 2. One year of work experience other than teaching



3. A 6-year secondary school certificate, plus 15 semester hours of guidance work, 9 semester hours of which shall be at the graduate level, in residence

4. A minimum in each of the following areas:

	Semester hours
a. Principles and practices of the guidance program.....	2
b. Analysis of the individual.....	2
c. Occupational and educational information.....	2
d. Counseling techniques.....	2
e. Administrative relationships.....	2

5. A maximum in each of the following areas is accepted as electives:

	Semester hours
a. Practice and internship.....	2
b. History and principles of vocational education.....	3
c. Psychology of motivation.....	3
d. Psychology of personality.....	3
e. Labor problems.....	3
f. Statistics.....	3

General courses in psychology, educational psychology, sociology, economics, educational administration, and educational supervision are not accepted. Educational tests and measurements and educational statistics are accepted only if taken on the graduate level.

### *Title V-A Qualifications*

People doing guidance and counseling under this Plan shall meet State certification requirements for counselors, except that upon approval of the State agency, new persons who meet all other certification requirements may begin with 6 semester hours in guidance, such hours to include a course in principles and practices of the guidance program or a comparable course approved by the State agency. Such persons must have completed 12 semester hours the second year and must have reached full certification requirements the third year.

## CALIFORNIA

### *Certification Requirements*

#### General Pupil Personnel Services Credential

Pupil counseling means those functions inherent in a guidance program over and above those advisory duties and functions customarily performed by a teacher.<sup>1</sup> A person holding a position in this field has as his major responsibility the rendering of specialized services: (a) In pupil guidance, (b) as consultant to teachers and other members of the school staff on problems of guidance, (c) as consultant to parents in the interpretation of the school in relation to the child, and (d) in a liaison relationship between the school, the community, and community agencies.

<sup>1</sup> California Administration Code, title 5, sec. 201, prescribes that the following materials must be sent to the Commission of Credentials by each applicant:

- (a) A notarized application (Form No. 41-4 Rev.)
- (b) A health certificate (Form No. 41-3) signed by a physician licensed by any State to practice medicine and surgery
- (c) A fee of \$6 in the form of a money order or certified check
- (d) Original letters verifying the last 3 years of teaching experience, if any
- (e) Official transcripts of record listing all college and university courses completed.



## ***Application***

An applicant for the general pupil personnel services credential shall comply with the procedure prescribed for application and shall have completed a program including the following requirements:

1. A bachelor's degree granted by an institution accepted for credentialing purposes by the State Board of Education
2. Two years of successful teaching experience, or 1 year of successful teaching experience and 1 year of supervised field experience in pupil personnel activities with school-age pupils, or 2 years of supervised field experience in school social work, school psychometry, or school psychology of which at least 1 year shall have been in a public school
3. One year of 30 semester hours of postgraduate work of upper division or graduate level, or a year of postgraduate work which an institution accepted for credentialing purposes by the State Board of Education certifies as fulfilling institutional requirements for a postgraduate year of work. This program of graduate studies shall be a supervised internship designed to develop proficiency in pupil personnel practice and procedures. This internship program shall consist of course work and field experiences, including participation in organized pupil personnel services activities, and shall cover the following general and specialized areas:
  - a. The *general areas* shall include each of the following:
    - (1) Counseling procedures and techniques, including interviewing
    - (2) Mental hygiene
    - (3) Case study and case conference techniques
    - (4) Psychology and education of exceptional children
    - (5) The dynamics of family, pupil-teacher, teacher-parent, and pupil-pupil relationships
    - (6) The methods or materials of family counseling including experience in working with parent groups, home visits, parent conferences, and problems of home and school
    - (7) The use of community resources including agencies and organizations which provide services to individuals and/or groups
    - (8) Laws relating to children and child welfare
    - (9) Organization, administration, and evaluation of pupil personnel service programs

*Recommended preparation.*—The general area should be designed as a program of course work related to applied field experiences for the purpose of adding to the body of knowledge underlying school personnel work and developing skill in working with individuals and groups. The purpose of this basic core of work is to add to the school personnel worker's understanding of human behavior, to develop his sensitivity to emotional as well as environmental needs, to strengthen his capacity to help individuals deal with their problems, and to make use of school and community resources for the welfare of individual children and families. This core of basic work should include training and experience in those areas common to the functions of all school personnel workers.

- b. The *specialized area* shall include at least one of the following:

- (1) Pupil counseling, including:
  - (a) Educational, vocational, and personal guidance

*Recommended preparation.*—This area should cover the types of problems encountered among individuals of the age group to be served and the sources of educational, vocational, and personal information needed in connection with these problems. An opportunity to gain an understanding

of appropriate community services and of work experience and employment opportunities is important.

- (b) Advanced training in procedures of counseling, including supervised field experience

*Recommended preparation.*—Work in this area should be developed around an internship program and should include supervised experience in interviewing, test administration and interpretation, case conference techniques, the use of counseling records, and similar procedures with individuals of the age level which the student is preparing to counsel. At least a part of this experience should be provided in a school setting.

- (2) Child welfare and attendance work, including:

- (a) Appropriate case work, with supervised field experience in a recognized agency or clinic dealing with family or children's problems
- (b) The application of local, Federal, and State laws relating to the education, employment, and welfare of school-age youth

*Recommended preparation.*—Work in these areas should be designed to provide the school personnel worker an opportunity to develop the ability to work effectively with individuals' problems through the use of such skills as interviewing and case recording. It should contribute to the development of the ability to recognize and deal with problems of personality and behavior and those arising from unsatisfying home conditions, the ability to help parents and teachers understand emotional interactions and responses, and the ability to make use of other resources in the community. The field experience should involve a suitable period of actual work under careful supervision in a school situation, or a recognized social agency dealing with family and children's problems. The field work assignment, too, should give experience in the application of laws pertaining to children; the "when, how, and where" of legal provisions covered in the required core work.

- (3) School social work, including:

- (a) Appropriate case work, with supervised field experience in a recognized agency or clinic dealing with family or children's problems
- (b) The application of local, Federal, and State laws relating to the education, employment, and welfare of school-age youth

*Recommended preparation.*—(See statement under (2) (a) and (b) above.)

- (4) School psychometry, including:

- (a) Advanced training and experience in individual and group testing, including testing of exceptional children

*Recommended preparation.*—This area should include definite training and experience in administration and interpretation of at least one of the acceptable individual intelligence tests. At least twenty of these tests should be given under close supervision. Experience with specialized tests appropriate for use with exceptional children should be included. Introduction to a variety of achievement tests, interest tests, aptitude tests, personality inventories, and some supervised experience in administering and interpreting several of these tests should be covered as well as actual experience in planning, selecting, administering, and interpreting test materials for the intensive study of at least five individuals. There should be provided actual experience in planning, selecting, administering, and interpreting test materials for the study of groups or classrooms.

- (b) Advanced training in educational psychology, including measurements and statistics, and the psychology of learning



*Recommended preparation.*—Experiences in this area should include identification of the educational needs of exceptional children. This will include the gifted, the physically handicapped, the mentally retarded, and those who are socially and emotionally maladjusted.

4. An applicant for a general pupil personnel services credential in the field of social work shall have completed, in addition to the requirements of items 1, 2, 3(a), and 3(b) above, an additional graduate year in a recognized school of social work including supervised field experience in a public school.

*Recommended preparation.*—This requirement is designed for applicants completing a recognized 2-year graduate program in a school of social work. Such an applicant may be granted a credential provided he had had 1 year of supervised social work experience in a public school situation. An applicant with 1 or more years of teaching experience may substitute such experience for the supervised social work experience in a public school situation.

5. If an applicant meets the requirements of item 1 above, and prior to September 15, 1956, served half time for 3 years, or an equivalent amount of time, as a child welfare and attendance worker, school counselor, school social worker, school psychometrist, or school psychologist:

- a. He may offer this experience in lieu of the requirements of item 2 and in lieu of 15 semester hours of the training required by item 3(a) above.

- b. He may offer this experience in lieu of all of the requirements of items 2 and 3 above, if he held the elementary school administration credential, the secondary school administration credential, or the general administration credential during the period of such service.

6. *Postponement of requirements.*—A credential valid for 2 years authorizing the holder to perform any service authorized under the heading *Authorization*, item 1 which follows, may be issued to an applicant who has not completed the requirement of item 3 of the preceding material under the heading *Application*, if the applicant meets all the requirements of items 1 and 2 of the section on *Application* and has completed one-third of the work specified in item 3 above. A credential so issued may be renewed once for a 2-year period upon verification of the completion of an additional one-third of the work specified in item 3 under *Application*.

### **Authorization**

1. The general pupil personnel services credential shall authorize the holder to—
  - a. Perform any pupil personnel services in the fields of child welfare and supervision of attendance, psychology, psychometry, pupil counseling, and social work in any elementary or secondary school, except giving a child an individual examination for the purpose specified in Education Code Section 9805 or making a recommendation based upon any such examination; and
  - b. Supervise other persons performing pupil personnel services.
2. The general pupil personnel services credential shall authorize the holder, in addition to the services authorized in item 1 above, to give a child an individual examination for the purpose specified in Education Code Section 9805 if the holder—
  - a. Has completed, in addition to all other requirements, the requirements specified in item 3, b(4) under *Application*, and
  - b. Is serving under the supervision of a school psychologist or a person who holds a general pupil personnel services credential and meets the requirements of item 3 above.

3. The general pupil personnel services credential shall authorize the holder, in addition to the services authorized in item 1 above, to give a child an individual examination for the purpose specified in Education Code Section 9805 and to make a recommendation based upon such an examination and to supervise the giving of an examination for the purpose specified in Education Code Section 9805 if the holder—

a. Has completed, in addition to all other requirements, the requirements specified in item 3 b(4) under *Application*; and

b. Has completed an additional year of graduate work which an institution accepted for credentialing purposes by the State Board of Education certifies as fulfilling the institution's requirements for a year of graduate work in school psychology including—

(1) Individual diagnostic procedures

*Recommended preparation.*—Work in this area should include supervised training in administering and interpreting appropriate individual intelligence tests, performance tests, tests used in the diagnosis of learning difficulties, vocational tests, and personality tests.

(2) Advanced case study techniques

*Recommended preparation.*—This work should cover the supervised application of the techniques of interview and observation in the study of individuals and practice in organizing, interpreting and summarizing materials obtained in the form of written reports.

(3) Remedial instruction techniques

*Recommended preparation.*—Work in this area should cover the general introduction to remedial techniques in a variety of learning or developmental difficulties. Intensive experience and training in at least one area of learning or developmental difficulty should be required.

(4) Individual and group therapy, including supervised laboratory and field experience with school-age pupils

*Recommended preparation.*—This experience should involve supervised laboratory and field experience in an approved clinical setting with school-age children. It should be designed to provide knowledge of an experience with individual and group procedures and techniques suitable for use in school situations.

4. A general pupil personnel services credential issued pursuant to this article shall indicate on the face thereof the service authorized by the credential.

#### *Term*

The general pupil personnel services credential may be issued for a period of 2 years and may be renewed for periods of 5 years in accordance with the provisions of section 202 of the California Administration Code.

#### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## COLORADO

#### *Certification Requirements*

Colorado's guidance worker certification requirements are in the form of endorsements on the appropriate teacher's certificate.



## Provisional Endorsement

In order for an individual to be eligible for the provisional endorsement on his teaching certificate, he must meet the following training and experiential requirements:

1. He must have had 2 years of recent consecutive successful full-time teaching experience.
2. He must have completed 18 semester hours (27 quarter hours) of graduate work in guidance and related training, of which 8 semester hours (12 quarter hours) must be in guidance and must include preparation in the following guidance areas:
  - a. Study of the individual (the individual inventory)
  - b. Study of the environment in guidance (educational-occupational information)
  - c. Counseling techniques
3. He must present a statement from the designated institutional recommending official (after consultation with the head of the counselor education program) certifying as to his preparation and good standing.

This endorsement is valid for 5 years and is not renewable for practicing counselors. It will read as follows: "Holder has completed specialization for Counselor Provisional, valid to—(a date 5 years hence). Not renewable."

## Certification Requirements

### Standard or Full Endorsement

In order for a school counselor to be eligible for standard endorsement on his teaching certificate, he must meet the following training and experiential requirements.

1. He must have met the requirements of the provisional endorsement
2. He must have had successful counseling experience
3. He must present data to support preparation in guidance by one of the following procedures:
  - a. A master's degree in guidance, or in another area, with 30 acceptable graduate semester hours (45 quarter hours) in guidance and related training, including preparation beyond the provisional endorsement requirements in the following additional areas of guidance: Organization and administration, group guidance techniques, and counseling practicum.
  - b. A master's degree issued after September 1962 with a major in guidance at a Colorado institution of higher learning whose counselor education program has been approved by the State Board of Education
4. The application must carry a recommendation from the designated institutional recommending official (after consultation with the head of the counselor education program) certifying as to the completion of the full program of preparation and good standing.

It is desirable that he have had the equivalent of at least 1 year of work experience other than in teaching since graduating from high school.

This endorsement has continuing validity and is renewable with the teaching certificate. It will merely read "Counselor."

## Title V-A Qualifications

Qualifications are the same as certification requirements.

# CONNECTICUT

## *Certification Requirements*

### Provisional Certificate

This certificate is required for anyone serving as a guidance counselor in grades 7 to 12 or coordinating pupil guidance services within a single school unless he holds a limited or permanent certificate issued for the position.

To receive the provisional certificate to serve as secondary school guidance counselor, the applicant must meet the following requirements in addition to meeting the general conditions:

1. Standard teaching certificate applicable to the secondary schools<sup>1</sup> or a provisional teaching certificate together with 3 years of successful teaching experience
2. One year of successful paid work experience in one or more fields other than teaching, or the equivalent
3. A master's degree with a major in guidance at an approved institution, including preparation in each of the following areas:
  - a. Principles and philosophy of guidance
  - b. Understanding the individual
  - c. Occupational information, community resources, and training opportunities
  - d. Counseling procedures
  - e. Organizational patterns and relationships of guidance program to total school program and community

### Standard Certificate

The holder of a provisional certificate to serve as secondary school guidance counselor may receive a standard certificate by presenting evidence of 3 years of successful experience under the provisional certificate.

**NOTE.**—As of December 31, 1958, no requirements had been established for certification as elementary guidance counselor. Several provisional certificates had, however, been issued, as a result of recent demand for qualified personnel in this field. Issuance was based on qualification for elementary certification; 3 years of successful experience as an elementary teacher; a year or more of paid nonschool experience; and recommendation of an approved preparing institution for certification as an elementary guidance counselor, based on some modification of the program designed for secondary certification in guidance. The modification usually took the form of increased study in the area of understanding the individual sometimes at the expense of some study in the area of occupational information.

For purposes of certification as secondary guidance counselor, experience at a grade level above 6 is considered secondary, and hence acceptable toward the experience requirement.

Military service, assuming honorable discharge or the equivalent, is considered acceptable to meet the requirement for paid work experience.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

<sup>1</sup> A permanent teaching certificate issued under previous regulations together with a master's degree from an approved institution may be accepted as an equivalent.

# DELAWARE

## *Certification Requirements*

### **Guidance Counselor**

Required for either elementary or secondary school counselors.

#### *Limited Certificate*

Issued for a period of 3 years to allow for the completion of the requirements for the standard guidance counselor certificate (see below). For schools unable to hire a full-time guidance counselor, a limited certificate may be renewed. Should a school employ two half-time counselors, at least one shall qualify for the standard guidance counselor's certificate and it is recommended that both do so.

1. Bachelor's degree
2. Standard teaching certificate
3. Minimum of 2 years of successful teaching experience
4. Specialized professional preparation

Minimum of 8-12 semester hour credits including a course in each of the following areas:

	Semester hours
Principles and practices of the guidance program.....	2-3
Tools and techniques in counseling.....	2-3
Occupational and educational information.....	2-3
Tests and measurements.....	2-3

#### *Standard Certificate*

Required for all full-time counselors. Issued on completion of all requirements for the Limited Certificate plus completion of a master's degree program or equivalent in guidance and/or counseling training, including the minimum of courses as indicated below:

1. Advanced individual analysis techniques  
Minimum of four courses from the following areas:  
Advanced interviewing  
Career counseling  
Personal counseling  
Methods of social case work  
Psychology of individual differences  
Statistics  
Problems in counseling  
Seminar in special guidance problems  
Research techniques  
Advanced course in tests and measurements
2. Career information services in guidance  
Minimum of two semester courses from at least two of the following areas:  
Educational and occupational information  
Labor and personnel problems in business and industry  
Community resources  
College counseling  
Industrial relations  
Industrial sociology, etc.



3. Organization and administration of the guidance program  
Minimum of one semester course from at least one of the following areas:  
Organization and administration of the guidance program  
School organization and administration with problem in guidance
4. Related areas  
Minimum of two semester courses from at least one of the following areas:  
Reading analysis and corrective methods  
Human behavior  
Mental hygiene  
Education of the exceptional children  
Abnormal psychology

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## DISTRICT OF COLUMBIA

### *Certification Requirements*

#### Counselors in Junior High Schools

1. A bachelor's degree from an accredited teachers' college conferred as the result of a 4-year professional course of study satisfactory to the Board of Examiners; or a bachelor's degree from an accredited college
2. Five years of successful teaching experience under adequate supervision in the junior high schools of a well-organized and accredited school system; provided that 2 years of successful practical experience in business, industry, or school counseling, satisfactory to the Board of Examiners, may be offered in lieu of 2 of the 5 years of teaching experience specified
3. The equivalent of not less than 24 semester credits in courses in education or professional courses successfully pursued as part of or in addition to the work for the degree, and representing a definite program of preparation for counseling in junior high schools. Within these 24 semester credits, courses must be offered in the following fields:
  - a. Educational psychology
  - b. Mental hygiene
  - c. Principles and methods of junior high school education
  - d. Principles and practices of guidance
  - e. Techniques of counseling
  - f. Occupational information
  - g. Tests and measurements

At least one of the following courses: Clinical psychology, educational sociology, social psychology.

#### Counselors in Senior High Schools

1. A master's degree from an accredited college
2. Five years of successful teaching experience under adequate supervision in the secondary schools of a well-organized and accredited school system; provided, that 2 years of successful practical experience in business, industry, or school counseling, satisfactory to the Board of Examiners, may be offered in lieu of 2 of the 5 years of teaching experience specified; and



3. The equivalent of not less than 24 semester credits in courses in education or professional courses successfully pursued as part of or in addition to the work for the degree and representing a definite program of preparation for counseling in secondary schools. Within these 24 semester credits, courses must be offered in the following fields:

- a. Educational psychology
- b. Mental hygiene
- c. Principles and methods of senior high or secondary school education
- d. Principles and practices of guidance
- e. Techniques of counseling
- f. Occupational information
- g. Tests and measurements

At least one of the following courses: Clinical psychology, educational sociology, social psychology.

### Counselors in Vocational High Schools

1. A bachelor's degree from an accredited teachers' college conferred as the result of a 4-year professional course of study satisfactory to the Board of Examiners, or a bachelor's degree from an accredited college
2. Five years of successful teaching experience under adequate supervision in the secondary schools of a well-organized and accredited school system; provided that 2 years of successful practical experience in business, industry, or school counseling, satisfactory to the Board of Examiners, may be offered in lieu of 2 of the 5 years of teaching experience specified
3. The equivalent of not less than 24 semester credits in courses in education or professional courses successfully pursued as part of or in addition to the work for the degree and representing a definite program of preparation for counseling in vocational high schools. Within these 24 semester credits, courses must be offered in the following fields:
  - a. Educational psychology
  - b. Mental hygiene
  - c. Principles and methods of junior or senior high school (secondary school) education
  - d. Principles, materials, and methods of vocational education
  - e. Principles and practices of guidance
  - f. Techniques of counseling
  - g. Occupational information
  - h. Tests and measurements

At least one of the following courses: Clinical psychology, educational sociology, social psychology.

### Title V-A Qualifications

#### Counselors

1. A bachelor's degree from an accredited teachers' college
2. Five years of successful teaching experience under adequate supervision
3. The equivalent of not less than 24 semester credits in courses pursued as a part or in addition to the work for the degree, and representing a definite program of preparation for counseling in the junior high schools. Within these 24 semester credits, courses must be offered in the following fields:

Educational psychology, mental hygiene, principles and methods of junior high school education, principles and practices of guidance, techniques of counseling, occupational information, tests and measurements.

At least one of the following courses:

Clinical psychology, educational sociology, social psychology.

## FLORIDA

### *Certification Requirements*

#### **Requirements for Guidance Counselors**

Thirty semester hours are required. Of these, a minimum of 15 semester hours must be on the graduate level. The experience requirement below must also be met. This certification may be given on a graduate or higher certificate only.

#### *Guidance*

1. An applicant must complete a minimum of 15 semester hours (either in psychology or education) from the areas listed, with approximately 2-3 semester hours in each area:
  - a. Principles of guidance
  - b. Analysis of the individual (tests, records, scales, etc.)
  - c. Counseling procedures
  - d. Occupational information
  - e. Administration of guidance services

#### *Related Fields*

1. An applicant must complete a minimum of 15 semester hours, well distributed in the areas listed below, with at least 3 semester hours in each area:
  - a. *Psychology*.—Educational psychology, psychology of individual differences, abnormal psychology, mental hygiene, psychometrics, applied psychology, psychology of adjustment, child psychology, adolescent psychology
  - b. *Education*.—Pupil personnel organization, diagnostic and corrective instruction, principles of vocational education, extracurricular activities, educational research, curriculum, school supervision
  - c. *Economics-sociology*.—Labor and industrial problems, personnel management, occupational economics, community resources, family adjustment problems, social case work, sociology, economics

#### *Experience*

1. An applicant for a guidance certificate must have completed 2 years of successful teaching in the public schools.

**NOTE.**—If the applicant has earned a master's degree with special emphasis on guidance and counseling from an institution with a well-planned major in this field, the pattern may vary from that described above. A major is generally interpreted as at least 20 semester hours. A statement to the effect that the major was in guidance must be shown on the transcript or must be verified by a proper school official.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

# GEORGIA

## *Certification Requirements*

### **School Counselor's Professional (SC-5) Certificate**

*Prerequisite.*—Eligibility for the teacher's professional 4-year (T-4) certificate

*Requirements for Issuance.*—Either of the following two plans:

- I. A. Completion at an accredited graduate school in Georgia of a master's degree program designed for this certificate and approved by the Department of Education in this State
- B. The recommendation for this certificate by an authorized official of the Georgia training institution
- C. Three years of experience—one in teaching, one in counseling (with a minimum of one period per day devoted to counseling), and one in wage-earning work experience other than teaching or counseling
- II. A. Completion at an accredited graduate school of a master's degree program, including or supplemented by the following graduate courses:
  - "a" area—dealing with educational psychology and/or educational sociology
  - "b" area—dealing with curriculum, methods, or problems of teaching (A minimum of 15 quarter hours is required in the combined "a" and "b" areas with at least 5 quarter hours in each area.)
  - "c" area—dealing with problems and procedures in guidance from the areas of fundamentals of a guidance program, analysis of the individual, counseling techniques, educational and occupational information, and laboratory in applied education (A minimum of 25 quarter hours is required in the "c" area if the master's degree program was begun after September 1, 1961, and 20 quarter hours if begun prior to that date.)
  - "d" area—dealing with research (A minimum of 5 quarter hours is required in the "d" area.)
- B. The recommendation by an authorized college official, verifying that there is no known reason to deny certification.<sup>2</sup>
- C. Three years of experience—one in teaching, one in counseling (with a minimum of one period per day devoted to counseling), and one in wage-earning work experience other than teaching or counseling

*Period of Validity.*—7 years

*Basis for Renewal.*—Two additional courses

### **School Counselor's Provisional (SC-4) Certificate**

*Prerequisite.*—Eligibility for the teacher's professional 4-year (T-4) certificate

*Requirements for Issuance:*

- A. Fifteen quarter hours dealing with problems and procedures in guidance, applicable to the "c" area for the SC-5. These courses must be earned at a graduate school with an approved program for school counselors.
- B. The recommendation by an authorized college official, verifying that there is no known reason to deny certification.<sup>2</sup>
- C. One year of acceptable experience

<sup>1</sup>The "d" area is not required if the master's degree program was begun before Sept. 1, 1961.

<sup>2</sup>The recommendation is required only if this will be the applicant's first Georgia certificate.



*Period of Validity.*—3 years

*Basis for Renewal.*—Two additional graduate courses, preferably toward professional certification

### **School Counselor's Six-Year (SC-6) Certificate**

*Prerequisite.*—Eligibility for the school counselor's professional 5-year (SC-5) certificate

*Requirements for Issuance.*—Either of the following two plans:

- I. A. Completion at an accredited graduate school in Georgia of a planned 6-year program designed for this certificate and approved by the Department of Education in this State
- B. The recommendation for this certificate by an authorized official of the Georgia training institution
- C. The required scores on the appropriate sections of the National Teacher Examination, taken under the sponsorship of the Georgia State Department of Education
- D. Three years of acceptable school experience
- II. A. Completion at an accredited graduate school of an approved 6-year planned program, with a minimum of 45 quarter hours beyond the master's degree. The combined programs for the SC-5 and SC-6 certificates must include the following distribution of courses:
  - "a" area—a minimum of 15 quarter hours dealing with educational psychology and/or educational sociology
  - "b" area—a minimum of 15 quarter hours dealing with curriculum, methods, or problems of teaching
  - "c" area—a minimum of 30 quarter hours selected from the following areas:
    - (1) Philosophy and principles of guidance, (2) understanding the individual, (3) educational, occupational, and socio-personal information, (4) counseling, (5) supervised experience in counseling, and (6) guidance organization and administration
  - "d" area—a minimum of 10 quarter hours in supervised research studies
  - "e" area—a minimum of 20 quarter hours in studies selected to enrich and supplement leadership and/or subject matter areas
- B. The recommendation by an authorized college official of the training institution verifying that there is no known reason to deny certification<sup>2</sup>
- C. The required scores on the appropriate sections of the National Teacher Examination, taken under the sponsorship of the Georgia State Department of Education
- D. Three years of acceptable school experience

*Period of Validity.*—7 years

*Basis for Renewal.*—Two additional courses

### **Title V-A Qualifications**

Qualifications are the same as certification requirements.

## **GUAM**

### **Certification Requirements**

#### **Requirements for Guidance Directors and School Counselors**

1. Master's degree, or the equivalent, with major areas in guidance and testing—essential

<sup>2</sup> The recommendation is required only if this will be the applicant's first Georgia certificate.

2. Successful teaching experience—some of which must be at the secondary level—essential
3. Experience in a guidance program—essential
4. Administrative or supervisory experience—desirable

The Department of Education has two persons working in the area of guidance at the secondary level, namely, a high school guidance coordinator and a high school counselor. Following are the requirements for each of these positions:

### High School Guidance Coordinator

Master's degree in education with a minimum of 15 semester hours in guidance including courses such as tests and measurements, organization and administration of guidance program, techniques of counseling, applied psychology, educational and occupational information, etc., and at least 2 years' teaching experience.

### High School Counselor

Master's degree in education with a minimum of 15 semester hours in guidance including courses such as tests and measurements, organization and administration of guidance program, techniques of counseling, applied psychology, educational and occupational information, etc., and at least 2 years' teaching experience.

### *Title V-A Qualifications*

### Guidance Coordinator or Counselor

Master's degree with a minimum of 15 semester hours in guidance, including courses such as tests and measurements, organization and administration of guidance program, techniques of counseling, applied psychology, educational and occupational information, and at least 2 years' teaching experience.

## HAWAII

### *Certification Requirements*

### Provisional Certificate in Counseling

1. Professional teaching certificate
2. Required courses specifically related to counseling and guidance:
  - a. Elementary measurement and statistics
  - b. Principles of counseling—need; objectives; psychological bases; procedures; available services
  - c. Clinical psychology
  - d. Counseling laboratory—student undertakes counseling duties for small group of children under supervision
  - e. Dynamics of human behavior—interpretation of individual's behavior in light of physical, psychological, and social factors
3. Courses pertinent to counseling and usually included in teacher training:
  - a. Basic sociology course (community forces operating in contemporary society)
  - b. Mental hygiene
  - c. Social work—philosophy, scope, and aims of contemporary social work
  - d. Developmental psychology
4. Two years' teaching experience, in addition to 6 credits from among the following:
  - a. Materials and resources of guidance



- b. Administration of the guidance program
- c. Occupational information
- d. Child welfare (social work). Surveys development of specialized services for children and reviews current practices
- e. Group techniques in guidance

### **Certificate in Counseling**

- 1. One year of satisfactory service as full- or part-time counselor
- 2. Supervised counseling including seminar discussions—approved by Department of Public Instruction

### ***Title V-A Qualifications***

#### **Counselor**

- 1. In order to be reimbursable under the National Defense Education Act, a counselor must:
  - Meet the professional teacher's certification requirements of the Department of Public Instruction. (This requires a fifth year of university education.)
  - Have at least 24 credits in counseling and guidance as specified in the certification policy of the Department of Public Instruction for counselors
  - Have 2 years' teaching experience
- 2. A counselor who has less than the 24 counseling and guidance credits may be employed but he must meet the full certification requirements within 3 years after appointment.

## **IDAHO**

### ***Certification Requirements***

#### **Pupil Personnel Services Certificate (Guidance)**

A pupil personnel services certificate, endorsed for guidance, may be issued by the State Board of Education to any person of good moral character who has a master's degree from an accredited college or university; has at least 2 years of successful teaching experience as evidenced by recommendations; holds a valid Idaho teaching certificate; and meets the following specific requirements:

- 1. A minimum of 18 semester credit hours of guidance courses of which 12 must be taken at the graduate level
- 2. At least one course in guidance from not less than four of the following six areas:
  - a. Principles and practices of guidance services
  - b. Organization and administration of guidance services
  - c. Occupational and educational information
  - d. Counseling techniques
  - e. Analysis of the individual
  - f. Supervised counseling practicum

This certificate is valid for 5 years, and is renewable.

### ***Title V-A Qualifications***

Guidance personnel working one-half time or less shall have at least 9 quarter hours (6 semester) of guidance courses.

Guidance personnel working more than half-time shall have at least 27 quarter hours (18 semester) of guidance courses.

Guidance personnel must hold the pupil personnel services certificate.

## ILLINOIS

### *Certification Requirements*

#### **Counselor Qualifications**

The recognition of a school guidance program requires in part that every staff member who is given specifically assigned time for guidance duties must be certified as a teacher at the assigned grade level and must have 18 semester hours of credit in the field of guidance, at least 12 of which are at the graduate level.

The 18 semester hours of preparation must include work in at least four of the following areas:

1. Principles and techniques of guidance
2. Appraisal techniques
3. Growth and development of the individual
4. Principles and practices of counseling
5. Occupational, educational, and personal and social information
6. Organization of guidance services
7. Mental hygiene and/or personality dynamics
8. Research

It is recommended that a counselor should have had at least 1 year of successful experience as a teacher.

It is recommended that the above 18-hour requirement be considered minimum preparation and that, whenever possible, provision be made for additional education, including supervised counseling experience.

#### **Special Certificate in Guidance**

It is further recommended that all persons who have responsibility for supervision or direction of guidance programs, hold a specialist's certificate, with 32 hours in the field of guidance, and a master's degree.

The 32 semester hours will include no more than 6 undergraduate hours and must include at least 6 of the competency areas which are indicated under Counselor Qualifications.

Such certification is also available to and is considered desirable for all counselors or other school staff members who are given specifically assigned time for guidance duties.

#### **Title V-A Qualifications**

The minimum standard of training for local professional personnel engaged in this program shall be certification as a teacher and:

*September 1, 1961.*—A minimum of 12 semester hours of approved course work in the field of guidance, at least 6 of which are at the graduate level.

*September 1, 1962.*—A minimum of 18 semester hours of approved course work in the field of guidance, at least 12 of which are at the graduate level.

## INDIANA

### *Certification Requirements*

#### **The School Services Personnel Certificate, Professional**

The school services personnel certificate, professional, is valid for life unless revoked for cause.



Minimum qualifications for the school service personnel certificate, professional, are:

1. Three years of experience, subsequent to its issue, as a practitioner in the area in which the candidate holds endorsement on the school services personnel certificate, provisional
2. A total of 60 semester hours of graduate credit above the baccalaureate degree in the area of specialization or cognate areas in school services unless a higher degree or specific program is indicated
3. Recommendation of the institution of higher education in which the qualifying program for the professional certificate was completed

The school services area or areas in which the candidate is qualified will be endorsed on the school services personnel certificate, professional.

### **The School Services Personnel Certificate, Provisional**

The school services personnel certificate, provisional, qualifies the holder to perform the school service endorsed on the certificate in the public schools of Indiana for 5 years from date of issue.

Applicants will be qualified for the school services personnel certificate, provisional, when they:

1. Complete the required graduate level program for the school service area in which endorsement is sought
2. Hold the advanced degree required for the school service area in which endorsement is sought. This will be a master's degree (unless otherwise designated) in teacher education from an institution of higher education accredited to offer graduate programs in school services.
3. Have professional certification for teaching in the public elementary, junior high, or secondary schools of Indiana, or specified equivalency
4. Are recommended for the school services personnel certificate, provisional, by the institution of higher education in which the qualifying program has been completed

### **Endorsement for School Counselor**

1. Candidates for endorsement for school counselor will meet the general requirements for the school services personnel certificate, provisional
2. The required program for endorsement for school counselors will be 18 semester hours of graduate credit from among the following areas, but always including the first five:
  - a. Principles and/or philosophy of guidance
  - b. Techniques of counseling and guidance
  - c. Information service in guidance
  - d. Measurement and evaluation
  - e. Supervised practicum and/or internship in guidance
  - f. Related psychology
  - g. Related sociology
  - h. Organization and/or administration of guidance
  - i. Statistics

### **Endorsement for Director of Guidance**

1. Candidates will be qualified for endorsement for director of guidance when they:
  - a. Have met the general requirements for the school service personnel certificate, provisional
  - b. Hold an Ed. S. or equivalent degree, or a higher degree, in guidance and counseling
  - c. Hold an endorsement for school counselor



2. The minimum program for endorsement for director of guidance will be 18 semester hours of graduate credit from the following areas above those taken to meet the requirements for endorsement for school counselor:

- a. Principles and/or philosophy of guidance
- b. Techniques of counseling and guidance
- c. Information service in guidance
- d. Measurement and evaluation
- e. Supervised practicum and/or internship in guidance
- f. Related psychology
- g. Related sociology
- h. Organization and/or administration of guidance
- i. Statistics

## Supervisor of Guidance Certificate

### Preparation

A candidate for the supervisor of guidance certificate, first grade, will present credits and qualifications approximately as follows:

1. A valid elementary or secondary school teacher certificate or license that carries no deficiencies
2. Three years of successful experience as a supervisor, principal, or teacher, all of which must have been within the last preceding 10 years (not including in this 10 years time spent in attending school)
3. A master's degree, with the graduate credit including at least 18 semester hours of professional credit in the field of guidance distributed among at least six of the following subjects:

	Semester hours	Quarter hours
Seminar in special guidance problems.....	2-3	4
Seminar in educational and occupational information, job analysis, follow-up studies, occupational surveys, and placement proce- dures with practice in the field.....	2-3	4
Counseling practices (internship).....	2-3	4
Tests and measurements.....	2-3	4
Organization and administration of guidance program.....	2-3	4
Organizing guidance programs for adults.....	2-3	4
Statistical interpretation.....	2-3	4
Case work methods.....	2-3	4
Social and economic problems.....	2-3	4
Vocational education.....	2-3	4
Advanced applied psychology.....	2-3	4
The work of the deanship.....	2-3	4
Other elective graduate education work.....	2-3	4
Mental hygiene.....	2-3	4

### Character of Certificate

**Coverage.**—Valid for serving as a counselor, a director of guidance, a dean, a supervisor of guidance and counseling, and a teacher-adviser.

**Graduation.**—The grades of the supervisor of guidance certificate are first grade and permanent.

The first-grade certificate is valid for 5 years. On application it can be renewed for a 5-year period, and this pattern of revalidation can be followed in succeeding years until

the certificate holder becomes eligible to convert the first-grade certificate to a permanent certificate.

The first-grade certificate is converted to a permanent certificate on evidence of 5 years of successful experience as a counselor, a director of guidance, a dean, or a supervisor of guidance subsequent to the date of issue of the certificate. The permanent certificate is valid for life or until revoked for cause.

### *Title V-A Qualifications*

#### *Minimum*

The person in charge of an overall guidance program for each secondary school shall have a State guidance certificate. All other counselors working in the guidance program shall have at least 12 semester hours of graduate courses leading to the State guidance certificate.

#### *Recommended*

Local school counselors shall have a valid supervisor of guidance certificate issued under Indiana certification regulations.

## IOWA

### *Certification Requirements*

#### *Teacher-Counselor*

A person approved for service as a teacher-counselor who devotes half time or less to counseling and guidance activities shall:

1. Hold a certificate valid for teaching at the appropriate school level
2. Have had successful teaching experience
3. Have successfully completed a minimum 15 semester hour portion of an approved 30 semester hour program in counseling and guidance
4. Be recommended by the preparing institution for service as a teacher-counselor

#### *School Counselor*

A person approved for devoting more than half time to counseling and guidance activities shall:

1. Hold a certificate valid for teaching at the appropriate school level
2. Have had successful teaching experience
3. Have successfully completed an approved 30 semester hour program in counseling and guidance
4. Be recommended by the preparing institution for service as a school counselor

### *Title V-A Qualifications*

As a minimum, a person approved for service as a teacher-counselor who devotes half time or less to counselor activities shall hold a certificate valid for teaching at the school level in which counseling is done and said person shall have completed 15 semester hours in counseling and guidance distributed so as to include preparation in each of the following areas: Principles and practices in guidance, analysis of the individual, organization



and administration of guidance services, educational and occupational information, and techniques of counseling.

It is recommended that a person approved for devoting more than half time to counselor activities, shall have had 2 years of successful teaching experience and have completed an additional 15 semester hours as follows: 9 semester hours selected from areas such as problems of pupil adjustment, individual differences, individual mental testing, educational research, curriculum, statistics in education or psychology exclusive of elementary preparation in tests and measurements, and 6 semester hours in economics and sociology.

It is recommended that a person assigned as a counselor shall have had work experience as follows: An aggregate total of 12 months of paid work experience after high school other than teaching, military experience to be accepted.

## KANSAS

### *Certification Requirements*

Kansas has no certification requirements of guidance workers and there are no endorsements for guidance training on teachers' certificates.

### *Title V-A Qualifications*

#### *Minimum*

The counselor shall:

1. Hold degree certificate for teaching at the level in which he is to serve as counselor
2. Have had at least 2 years' successful teaching or counseling experience in an accredited elementary or secondary school
3. Present evidence of 12 months of cumulative work experience at a wage earning job other than teaching
4. Have had at least 12 semester hours of graduate<sup>1</sup> credit in professional guidance with credit in the basic course and in at least three of the areas as follows: Analysis of the individual, occupational information, counseling techniques, supervised practice in guidance services, administrative relationships of the guidance program

#### *Recommended*

The counselor shall:

1. Hold degree certificate for teaching at the level in which he is to serve as a counselor
2. Have had at least 3 years' successful teaching or counseling experience in an accredited elementary or secondary school
3. Present evidence of 24 months of cumulative work experience at a wage earning job other than teaching
4. Hold a master's degree, including 16 semester hours of graduate<sup>1</sup> credit in professional guidance courses with credit in the basic course and in each of the areas as follows: Analysis of the individual, occupational information, counseling techniques, supervised practice in guidance services, and administrative relationships of the guidance program

<sup>1</sup> Up to 8 semester hours' undergraduate credit in the basic course will be accepted here.

# KENTUCKY

## *Certification Requirements*

### Preparation for Guidance Counselors

1. Guidance counselors shall be certified on a provisional basis upon completion of the master's degree including the following areas:<sup>1</sup>

- a. *Philosophy, organization, and administrative relationships of guidance services*

Preparation in this area should include philosophy and scope of services of an adequate program; functions and the responsibilities of personnel involved, including the counselor; procedures in organization; orientation of total faculty; program evaluation; referral procedures; and financing and facilities.

- b. *Appraising, assessment, and understanding the individual*

Preparation in this area should include a study of human growth and development; individual and group instruments for individual appraisal (tests, inventories, anecdotal records); case study techniques; management of cumulative records; procedures in securing, recording, interpreting, and using pertinent information about the individual.

- c. *Individual counseling*

This area should include theory, techniques, and actual practice in counseling interviews.

- d. *Educational and occupational information*

This area should include securing and organizing valid educational and occupational information; procedures and resources for effective utilization of the information, involving relationships with the total school personnel.

- e. *Supervised practice in guidance and counseling*

This area should include actual experiences in a school environment where a comprehensive program of guidance services is in operation and where a full-time guidance counselor is employed.

- f. *Group guidance procedures*

This area should include the meaning, purposes, scope, and techniques of group guidance.

- g. *Electives from general education and/or professional education*

This area should further the student's general and professional education in accordance with his needs and this area of experiences should be determined by the student's graduate committee.

2. Prerequisites for certification of guidance counselors shall include:

- a. A teaching certificate based upon the completion of a 4-year program of preparation

- b. Three years of teaching experience, or

- c. Two years of teaching experience and one year of employment in fields other than teaching

3. The standard certificate for guidance counselor shall be based upon the completion of the curriculum for provisional certification for guidance counselors and the completion of 24 additional semester hours of graduate study for guidance counselors as planned by each college and approved by the State Board of Education for certification.

<sup>1</sup> These areas or course content may be offered in integrated courses rather than in separate courses. The organization of the areas or course content may be determined by each institution in planning the program which will be submitted to the State Department of Education as a basis of certification.



4. The provisional certification for guidance counselors shall be for a period of 2 years and renewable each 10-year period on the basis of 3 years of experience as a guidance counselor. (In administering provisional certification, teaching certificates may be endorsed for service as guidance counselor when requirements have been met.)
5. The standard certificate for guidance counselor shall be a "continuing" certificate.

### *Title V-A Qualifications*

1962-63.—A person, or persons, with designated responsibilities for guidance, counseling, and testing under the plan shall have had preparation in at least 18 semester hours in courses leading to a guidance counselor certificate which shall include at least one course or the equivalent in guidance or counseling and another in the field of tests and measurements or testing and shall participate in at least 1 day of in-service training conducted by the staff of the Division of Guidance Services devoted to an orientation of the program and understanding of these responsibilities under the National Defense Education Act and the local school plan. *Recommended:* a person, or persons, with designated responsibilities for guidance should have a guidance counselor's certificate.

1963-64.—*Minimum:* a person, or persons, with designated responsibilities for guidance, counseling, and testing under the plan shall have had preparation in at least 24 semester hours in courses leading to a guidance counselor's certificate which shall include at least one course or the equivalent in guidance or counseling and another in the field of tests and measurements or testing and shall participate in at least 1 day of in-service training conducted by the staff of the Division of Guidance Services devoted to an orientation of the program and understanding of these responsibilities under the National Defense Education Act and the local school plan. *Recommended:* a person, or persons, with designated responsibilities for guidance should have a guidance counselor's certificate.

## LOUISIANA

### *Certification Requirements*

#### **Full-Time Guidance Counselor**

1. The applicant must hold a valid Louisiana teaching certificate based upon a college degree.
2. He must have had 3 years of successful experience as teacher, counselor, supervisor, and/or administrator.
3. He must hold a master's degree from a regionally accredited institution. His graduate training must include a total of 15 semester hours of professional courses distributed so that at least 1 course will be taken in each of the five basic areas listed below, except that students who have taken a course in principles of guidance at the undergraduate level will not be held for a similar course at the graduate level:
  - a. Organization and administration of guidance
  - b. Analysis of the individual
  - c. Educational and occupational information
  - d. Counseling
  - e. Principles of guidance

Persons meeting the requirements listed under items 1 and 2 above may be issued authorization to serve as guidance counselor for 1 year. This authorization is subject to renewal upon completion of 6 additional semester hours of the remaining required

areas under item 3 above. Such authorization shall become permanent upon completion of the requirements shown under item 3.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## MAINE

### *Certification Requirements*

#### **Counselor's Certificate**

##### *Authorization*

To serve as counselor or guidance director of any secondary (junior high, senior high, or 6-year high) school.

#### **Provisional Certificate<sup>1</sup>**

##### *Requirements*

1. A master's degree from an accredited graduate school. The graduate program must include courses from each of the following areas:
  - a. Philosophy, organization, and administrative relationships of guidance services
  - b. Appraising, assessing, and understanding the individual
  - c. Counseling
  - d. Educational and occupational information
  - e. Group guidance procedures
  - f. Supervised practice in guidance and counseling
2. Eligibility to hold a Maine secondary school teaching certificate
3. A minimum of 2 years of successful secondary school teaching experience
4. A minimum of 1 calendar year in wage earning experience, other than teaching or counseling, which may be cumulative

##### *Term*

This certificate is issued for a 5-year term. It may be renewed once for an additional 5 years upon reasonable evidence of continuing professional service and growth.

#### **Professional Certificate**

##### *Requirements*

Completion of 3 years of successful experience within the scope of the Provisional Certificate

##### *Term*

This certificate is issued for a 5-year term. It may be renewed for 10-year terms upon reasonable evidence of continuing professional service and growth.

<sup>1</sup> Applicants who hold certificates for full-time counseling in effect on the effective date of these regulations, or serving as full-time counselors in approved schools<sup>2</sup> prior to the effective date of these regulations will be eligible for a provisional counselor's certificate. This certificate is issued for a 5-year term and may be renewed for additional 5-year terms upon the completion (for each such renewal) of not less than 6 additional credit hours in areas such as those listed above and continuous successful experience as a counselor.

<sup>2</sup> If this service has been in elementary schools, this fact will be stated on the certificate. A certificate so endorsed will also authorize service in the elementary school.

## *Title V-A Qualifications*

Qualifications are the same as certification requirements.

# MARYLAND

## *Certification Requirements*

### *Certificate in Guidance*

Required of counselors: valid for 3 years, renewable for 4 years upon evidence of successful experience and professional spirit and completion of a 6-week summer term; and renewable subsequently for 6-year periods upon the same conditions.

#### *Requirements*

1. Must meet the requirement for certification in at least one high school subject.
2. In addition, when less than half-time is spent in guidance services, must present at least 6 semester hours in guidance courses including:
  - a. Principles and practices in guidance
  - b. Techniques of counseling
  - c. Occupational information
3. Shall have had at least 2 years' teaching experience
4. When half or more time is spent in guidance services, must present at least 12 semester hours in guidance courses, including those named in (b) and, in addition:
  - a. Analysis of the individual (with utilization of test results)
  - b. Mental hygiene in the classroom
  - c. Occupational adjustment to business and industry (personnel management)
  - d. Shall have had at least 3 years' teaching experience

## *Title V-A Qualifications*

Qualifications are the same as certification requirements.

# MASSACHUSETTS

## *Certification Requirements*

### *Guidance Director or Supervisor*

1. A bachelor's degree from an accredited institution, or a diploma from a 4-year course in a normal school approved by the Board of Education
2. A teacher's certificate valid for service in the public elementary or secondary schools, including junior high schools, of Massachusetts
3. Eighteen semester hours of guidance program education distributed among all of the following:
  - Principles and practices of guidance
  - Organization and administration of guidance
  - Counseling
  - Tests and measurements
  - Occupational information
  - Placement or personnel administration



## Guidance Counselor

1. A bachelor's degree from an accredited institution, or a diploma from a 4-year normal school approved by the Board of Education
2. A teacher's certificate valid for service in the school to be served by the counselor
3. Twelve semester hours of guidance program education distributed among all of the following:
  - Principles and practices of guidance
  - Counseling
  - Tests and measurements
  - Occupational information

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## MICHIGAN

### *Certification Requirements*

Michigan has no certification requirements.

### *Title V-A Qualifications*

#### *Minimum Qualifications for Local School Guidance Positions*

Participating counselors shall be qualified in accordance with the specifications of the teacher certification code of the State and shall have a minimum of 6 semester hours in the field of guidance. Counselors participating in the plan program after September 1, 1960, in Michigan shall have a minimum of 12 semester hours in the field of guidance.

#### *Recommended Qualifications for Local School Guidance Positions*

The recommended requirement is that counselors shall have a graduate degree with specialization in the field of guidance.

## MINNESOTA

### *Certification Requirements*

#### *Counselor*

#### *Counselor's Certificate of Qualifications*

By September 1963 all persons employed in the State of Minnesota public schools as counselors shall meet the following requirements:

1. A valid certificate to teach in the public schools in Minnesota, based upon a bachelor's degree from an accredited teacher preparing institution
2. A master's degree, or its equivalent (45 quarter hours of graduate work taken beyond the bachelor's degree) from institutions approved by the State Board of Education to give graduate courses in the areas listed below. At least one course, or its equivalent, acceptable for graduate work will be required in the seven areas listed below, not more than six credits of which may have been taken as an undergraduate:
  - Principles and practices in guidance
  - Personality structure and mental hygiene



Measurement and research methods  
Appraisal techniques  
Occupational and training information and material  
Counseling procedures  
Practice in guidance and counseling

At least one graduate course must be chosen from the following areas:

Group guidance  
Organization and administration of guidance services  
Psychology of learning

3. At least 1 year of successful teaching experience (2 or more years preferred)
4. Minimum of 1 year of cumulated work experience outside of education (2 or more years of experience in several occupational areas preferred)

### ***Renewal Requirements***

A counselor's certificate shall be valid for 2 and 5 years and for life, as in the case of a teacher's certificate. Renewal shall be conditioned upon evidence of 1 year of successful experience as a counselor. A life certificate may be granted upon evidence of 5 years of successful experience as a counselor. In order to renew a certificate that has not been valid for 5 years or more, the applicant must present evidence of having earned eight quarter credits in the pupil personnel courses.

### ***Provisional Certificate***

A provisional certificate will be granted to counselors for 2 years who meet all professional requirements above with the exception of item 4. This certificate may be renewed every 2 years upon the presentation of evidence that the counselor has accumulated 400 hours (10 weeks) of cumulated work experience outside of education. When the counselor has accumulated 2,000 hours (1 year) of work experience, he will be eligible for the counselor's certificate subject to the renewal requirements shown above.

### ***Title V-A Qualifications***

Qualifications are the same as certification requirements.

## **MISSISSIPPI**

### ***Certification Requirements***

#### **Class AA Secondary Counselor's Certificate**

##### ***Authorization***

To serve as counselor in the secondary schools.

##### ***Tenure***

Ten years. Invalid if holder is out of service 5 consecutive years.

##### ***Minimum Requirements***

1. Hold or qualify to hold a class A teacher's certificate.
2. Master's degree which includes 18 semester or 28 quarter hours of graduate credit in guidance selected from the following areas:
  - a. Organization and administration of guidance programs
  - b. Individual analysis
  - c. Educational and occupational information
  - d. Counseling process
3. Two years of teaching experience

## Temporary Class AA Secondary Counselor's Certificate

### Authorization

To serve as counselor in the secondary schools.

### Tenure

One year. Renewable upon the completion of 6 semester or 8 quarter hours of graduate credit applicable toward a secondary counselor's certificate.

### Minimum Requirements

1. Hold or qualify to hold a class A teacher's certificate
2. Master's degree which includes a minimum of 12 semester or 16 quarter hours of graduate credit in guidance including at least one course in individual and group testing (individual analysis)
3. Two years of teaching experience

## Temporary Class A Secondary Counselor's Certificate

### Authorization

To serve as counselor in the secondary schools.

### Tenure

One year. Renewable upon the completion of 6 semester or 8 quarter hours of graduate credit annually until all requirements for the class AA secondary counselor's certificate have been met.

### Minimum Requirements

1. Hold or qualify to hold a class A teacher's certificate
2. Twelve semester hours or 16 quarter hours of graduate credit in guidance including at least one course in individual and group testing (individual analysis)
3. Two years of teaching experience

### Title V-A Qualifications

Qualifications are the same as certification requirements.

## MISSOURI

### Certification Requirements

#### Counselor Certificate

A permanent Missouri teaching certificate, plus 2 years of teaching experience and at least 1 year of cumulated paid employment other than teaching. A master's degree in education<sup>1</sup> is required with training in the following seven areas: Principles and practices of the guidance program, occupational and educational information, mental health, counseling theory and methods, analysis of the individual student, group and individual measurement (a course in group testing and a course in individual testing is the minimum requirement for the measurement area), and supervised counseling experience.

Prerequisites to each of the above-listed instructional areas shall be *sufficient previous study or experience* to insure, in the opinion of the counselor educator and the adminis-

<sup>1</sup> Training with a home-base college in the seven guidance areas listed will meet the requirements for the counselor certificate when the graduate degree in education has already been attained.

trative officers of the institution, that the student will be able to realize the objectives of the educational program.

This certificate is valid during continuous counseling service in guidance in Missouri schools. Any lapse of service for more than 1 year may necessitate refresher training.

### Professional Certificate

This certificate is issued upon the completion of 15 semester hours of additional training beyond the requirements for the counselor certificate in such areas as advanced statistics, methods of research, group procedures, community surveys, advanced techniques and theories in counseling and testing, and special investigations in guidance. In addition, 3 years of regularly scheduled counseling experience are required.

This is a permanent certificate but any lapse of service as a counselor for more than 1 year may necessitate refresher training.

### Two-Year Temporary Certificate<sup>2</sup>

This certificate is issued upon the basis of completion of courses in four of the seven areas required for the counselor certificate. This certificate is issued for a period of 2 years and is not renewable. In order to complete valid certification, the holder must, during the 2-year period, complete the requirements for the counselor certificate.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## MONTANA

### *Certification Requirements*

#### High School Counselor

1. Shall be a college graduate
2. Be certified to teach
3. Have at least 15 quarter hours in the following subjects:
  - a. Principles and practices in guidance
  - b. Techniques of counseling
  - c. Elementary statistics
  - d. Abnormal psychology
  - e. Case study techniques
  - f. Clinical psychology
  - g. Personality adjustment
  - h. Occupational and educational information for guidance
  - i. Tests and measurements or aptitude testing
  - j. Supervised practice in counseling
  - k. Psychology of childhood and adolescence
  - l. First principles of mental hygiene

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

<sup>2</sup> The two-year temporary certificate is a temporary measure only and will be discontinued when the supply of qualified counselors is increased (anticipated date: January 1, 1964).



# NEBRASKA

## *Certification Requirements*

(This certification plan was devised and sponsored by the Nebraska Personnel and Guidance Association and administered through the State Office of Guidance Services, 10th Floor, Capitol Building, Lincoln 9, Nebr.)

## **Provisional Certificate**

### *General Provisions and Requirements*

1. A baccalaureate degree with valid certification to teach in the public schools of the State
2. One year successful classroom teaching and/or school administrative experience
3. Twelve months cumulative work experience on a wage-earning job other than teaching or counseling. (A variety of jobs which provide a number of opportunities to participate in and observe inter-personal relationships is preferred.)
4. The provisional certificate shall be valid for 3 years and is renewable one time only upon the completion of an additional 6 semester hours of graduate work in guidance and related areas. At least 3 of these hours must be specifically in guidance areas; the remaining 3 hours may be in related areas.

### *Academic Requirements*

A. minimum of 18 semester hours<sup>1</sup> in guidance and related courses, 12 of which (including 3 hours of counseling techniques) shall be from the following areas:

- a. Principles and practices of guidance
- b. Counseling
- c. Occupational and educational information
- d. Organization and administration of guidance
- e. Group and individual testing for guidance purposes
- f. Group techniques in guidance

The additional 6 hours may be earned in the guidance areas designated above or the following areas of understanding the individual:

- a. Mental hygiene
- b. Child and adolescent psychology.
- c. Psychology of learning
- d. General psychology
- e. Human growth and development
- f. Psychology of personality
- g. Psychology of exceptional children

## **Professional Certificate**

### *General Provisions and Requirements*

1. A baccalaureate degree with valid certification to teach in the public schools of the State
2. Two years successful classroom teaching and/or school administrative experience
3. One year of cumulative paid employment other than teaching

<sup>1</sup> Twelve hours are acceptable at either the graduate or undergraduate levels but 6 hours in the guidance area must be at the graduate level.

### ***Academic Requirements***

1. Thirty semester hours of study in guidance and related fields.
2. A minimum of 15 semester hours<sup>a</sup> in courses from the following areas (including at least 3 hours in counseling techniques):
  - a. Philosophy and principles of guidance
  - b. Counseling
  - c. Group and individual testing for guidance purposes
  - d. Occupational and educational information
  - e. Organization and administration of guidance
  - f. Group techniques in guidance
3. Fifteen additional semester hours<sup>a</sup> may be earned in the guidance areas designated above, and/or the area of understanding the individual (that area under the provisional certificate) and not more than 6 hours from one of the following related areas:
  - a. Statistics and techniques of research
  - b. School administration
  - c. Curriculum
  - d. Social case work
  - e. Sociology
  - f. Personnel management
  - g. Vocational education
4. Professional certificate renewable each 5 years on evidence of continued professional interest and growth. To qualify for renewal, the applicant shall have been participating actively in guidance work for any 3 of the 5 school years covered by the professional certificate.
5. If the professional certificate has lapsed, it may be renewed by the successful completion of a minimum of 3 semester hours in guidance and an additional 3 semester hours which may be either in guidance or related areas.

### ***Title V-A Qualifications***

Qualifications are the same as certification requirements.

## **NEVADA**

### ***Certification Requirements***

#### **Standard School Counselor Endorsement**

The applicant for the standard school counselor endorsement shall present satisfactory evidence of the following qualifications:

#### ***General Provisions***

1. A valid certificate for teaching at the level in which he is to serve as a counselor
2. One year of successful experience in teaching
3. It is recommended that the applicant shall have 1 year of cumulative wage earning experience other than teaching or counseling.

<sup>a</sup> Six hours acceptable from the undergraduate level.

<sup>b</sup> Three hours acceptable from the undergraduate level.

### ***Academic Requirements***

1. Twelve semester hours of credit in counselor preparation of which 6 semester hours of credit must be at the graduate level. The counselor preparation program shall include training in each of the following areas:
  - a. Principles and practices in guidance
  - b. Analysis of the individual
  - c. Organization and administration of guidance services
  - d. Educational and occupational information
  - e. Techniques in counseling

The counselor in training should select additional courses from the following areas: Economics, sociology, vocational education, psychology, and education.

The standard school counselor endorsement will be valid for 3 years and renewable upon submission of 6 semester hours of credit earned toward fulfillment of the requirements for a professional school counselor endorsement.

### **Professional School Counselor Endorsement**

The applicant for the professional school counselor endorsement shall present satisfactory evidence of the following qualifications.

#### ***General Provisions***

1. A valid certificate for teaching at the level in which he is to serve as a counselor
2. Two years of successful experience in teaching
3. Meet the requirements for the standard counselor endorsement
4. It is recommended that the applicant have 1 year of cumulative wage earning experience other than teaching
5. Applicants who qualify for the standard counselor endorsement may substitute 5 years of successful counseling experience in Nevada prior to June 1, 1960, in lieu of the 12 additional semester hours of credit required for the professional counselor endorsement.

### ***Academic Requirements***

1. Twenty-four semester hours of credit in counselor preparation including training in each of the following areas:
  - a. Principles and practices in guidance
  - b. Analysis of the individual
  - c. Organization and administration of guidance services
  - d. Educational and occupational information
  - e. Techniques in counseling
  - f. Supervised practice in counseling
  - g. Group procedures

The counselor in training should select additional courses from the following areas: Economics, sociology, vocational education, psychology, and education.

The professional school counselor endorsement will be valid for 5 years and renewable upon submission of 6 semester hours of credit earned during the life of the endorsement.

### ***Title V-A Qualifications***

Qualifications are the same as certification requirements.



## NEW HAMPSHIRE

### *Certification Requirements*

#### **Guidance Counselor**

1. Must have a master's degree or equivalent.
2. Must meet all academic and professional education course requirements for a teacher.
3. Must have completed 30 semester hours of approved graduate work including 21 semester hours in such areas as: Understanding the individual, understanding environmental opportunities, overview of guidance program, techniques of testing, individual counseling, group guidance, practicum in counseling.
4. Must have 2 years of acceptable teaching experience.

#### **Guidance Director**

1. Must have a master's degree or equivalent.
2. Must meet all academic and professional education course requirements for a counselor in addition to graduate course work in the area of organization and administration of a guidance program.
3. Must have 2 years of acceptable experience as a guidance counselor.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## NEW JERSEY

### *Certification Requirements*

#### **Vocational-Technical Guidance and Placement Counselor**

##### *Authorization*

This certificate is required for the position of guidance and placement counselor in any vocational-technical educational program.

#### **Limited Certificate**

##### *Requirements*

1. A bachelor's degree based upon a 4-year curriculum in an accredited college
2. Three years of successful teaching experience in vocational, practical arts or business education or 1 year in personnel work in industry, business or Government and 1 year of approved occupational experience
3. A program of college courses including thirty semester-hour credits in *general background* courses distributed in at least three of the following fields: English, social studies, fine arts, science and mathematics
4. Successful completion of one of the following:<sup>1</sup>

<sup>1</sup> In any case when it is impossible for a board of education to obtain a satisfactory applicant who can satisfy these requirements, permission may be given by the State Board of Examiners to the local board of education to employ the applicant who will agree to satisfy the requirements after he has begun service. In such case, the candidate shall receive a provisional certificate which expires at the end of the school year. The renewal of this certificate shall depend upon the recommendation of the school administrator of the system in which the candidate is employed and the recommendation of the Director of Vocational-Technical Teacher Training as to the progress in and acceptability of the credits earned toward requirement IV.

- a. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate, or
- b. A program of college studies including eighteen semester-hour credits in courses including the following areas twelve of which must be in guidance: Psychology, guidance, principles and philosophies of vocational-technical education

#### **Term**

The limited certificate is valid for 5 years.

#### **Permanent Certificate**

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of the certificate.

#### **Provisional Guidance Endorsement**

##### **Authorization**

This endorsement is required for any teacher who is assigned less than half time in carrying out guidance and student personnel services not connected with the teaching, homeroom, or co-curricular activities.

##### **Requirements**

1. A bachelor's degree based upon a 4-year curriculum in an accredited college
2. A teacher's certificate
3. One year of teaching experience
4. Six semester-hour credits in guidance

#### **Term**

The provisional guidance endorsement is valid for 1 year. It may be renewed annually when the holder presents one course leading to a limited teacher-counselor's certificate. It may be converted to a limited teacher-counselor's certificate when the holder presents a total of 15 semester-hour credits in guidance and psychology, at least 9 of which must be in guidance. The remaining six credits must be in the field of psychology, including at least one course in tests and measurements (exclusive of introductory courses in general and educational psychology).

#### **Teacher-Counselor**

##### **Authorization**

This certificate is required for any teacher who is assigned at least half time but not full time in carrying out guidance and student personnel services.

##### **Requirements**

1. A bachelor's degree based upon a 4-year curriculum in an accredited college
2. A teacher's certificate
3. Three years of teaching experience
4. Fifteen semester-hour credits in courses in guidance and psychology, at least nine of which must be in guidance. The remaining six credits must be in the field of psychology, including at least one course in tests and measurements (exclusive of introductory courses in general and educational psychology).

#### **Term**

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of this certificate, and presents three addi-

tional semester-hour credits in guidance and psychology, exclusive of introductory courses in general and educational psychology.

## **Counselor**

### **Authorization**

This certificate is required for any person who is assigned full time in carrying out guidance and student personnel services, including the coordination of said functions in a school system.

### **Requirements**

1. A bachelor's degree based upon a 4-year curriculum in an accredited college
2. A permanent New Jersey teacher-counselor's certificate or its equivalent
3. Twenty-four semester-hour credits in guidance and psychology, at least fifteen of which must be in guidance. The remaining nine credits must be in the field of psychology, including at least one course in tests and measurements (exclusive of introductory courses in general and educational psychology).

### **Term**

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of this certificate, and presents three additional semester-hour credits in guidance and three additional credits in psychology (exclusive of introductory courses in general and educational psychology).

## **Director of Student Personnel Services**

### **Authorization**

This certificate is required for any person who is assigned as a director, administrator or supervisor of guidance and student personnel services of a school system, including the supervision of educational activities in areas related to and within the guidance program.

### **Requirements**

1. A bachelor's degree based upon a 4-year curriculum in an accredited college
2. A permanent New Jersey Counselor's certificate or its equivalent
3. Forty semester-hour credits, including a minimum of 18 semester-hour credits chosen from a, ten chosen from b, and the remaining 12 chosen from c, d, and e, with at least one course each in c, d, and e.
  - a. **Guidance.**—This group includes such courses as principles of guidance; counseling; individual analysis; group methods in guidance; organization and administration of guidance programs; student personnel work; occupational and educational information; job analysis; placement, vocational education; research, practicum, and seminar in guidance.
  - b. **Psychology.**—This group includes such courses as psychology of physical and mental growth, child and adolescent psychology, mental hygiene, tests and measurements, statistics, abnormal psychology, mental abnormalities and defects, psychology of parent and child relationships (exclusive of introductory courses in general and educational psychology).
  - c. **Sociology.**—This group includes such courses as social problems, race relations, the family, community and intergroup relations, the school and the community, community resources, labor problems, industrial relations.



- d. *Administration and curriculum.*—This group includes such courses as principles of curriculum construction, the elementary and secondary curriculum, extracurricular activities, school law, organization and administration of elementary and secondary schools.
- e. *Supervision of instruction.*—This group includes such courses as supervision of the homeroom program, supervision of instruction in occupational courses, supervision of instruction in orientation, supervision of student personnel work, supervision of group techniques.

#### *Term*

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of this certificate.

#### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## NEW MEXICO

### *Certification Requirements*

#### *Provisional Guidance Certificate (5-Year)*

1. Hold a bachelor's degree and a valid teaching certificate for the State of New Mexico
2. Teaching experience (minimum 1 year) other than practice teaching
3. Must have an employer (superintendent) send a statement to the Division of Certification, verifying teaching experience
4. Must have dean of the college or delegated representative of the preparing institution certify direct to the Division of Certification that the applicant meets the desired qualifications for the certificate for which he is applying. The necessary forms may be obtained from the Division of Certification, State Department of Education.
5. Must have a minimum of 14 semester hours distributed among the following areas of guidance: 8 semester hours must be at the graduate level and not more than 3 hours in any area. This means that the applicant must have a total of 14 semester hours, 8 semester hours of which is graduate work distributed over at least five of the following seven areas:
  - a. Philosophy and principles
    - (1) Introduction to guidance
    - (2) Guidance in the schools
    - (3) Guidance principles and practices
  - b. Appraisal of the individual
    - (1) The case study
    - (2) Analysis and diagnosis
    - (3) Individual psychological testing
    - (4) Educational and psychological testing
    - (5) Mental health
    - (6) Abnormal psychology
    - (7) Adolescent psychology

- c. Occupational and educational information
  - (1) Socio-economic information in guidance
  - (2) Occupational information
  - (3) Vocational information
  - (4) Labor relations or psychotherapy
- d. Techniques of counseling
  - (1) Techniques of counseling
  - (2) Client-centered counseling
  - (3) Play therapy
- e. Practicum or supervised experience
  - (1) Group work
  - (2) Testing
  - (3) Counseling
  - (4) Case work
- f. Group procedures
  - (1) Group techniques in guidance
  - (2) Group dynamics
  - (3) Multiple counseling
  - (4) Group therapy
- g. Research methods and study
  - (1) Statistics
  - (2) Research methods in human problems
  - (3) Problems in education

### ***Renewal Requirements***

This certificate may be renewed for one 5-year period (one time only) upon presentation of professional growth—as evidenced by all of the following:

1. Eight semester hours of graduate credit in professional guidance and counseling work
2. Certification by the employing superintendent of 3 years' experience in guidance and counseling work (full or part time) during the life of the provisional certificate
3. A recommendation from the employing superintendent
4. In applying for the renewal, please remember to return the old certificate for the stamping of renewal dates

### **Professional Guidance Certificate**

1. Have a master's degree or 30 semester hours of graduate credit, and a valid teaching certificate for the State of New Mexico
2. Two years' teaching experience and 2 years of guidance experience or 4 years of school experience including approximately equal time devoted to classroom teaching and guidance. (This must be verified by a statement sent directly from the superintendent of schools to the Division of Certification.)
3. Must have the dean of the college or delegated representative of the preparing institution verify directly to the Division of Certification that the applicant meets the desired qualifications for the certificate for which he is applying
4. Persons presenting evidence of having completed an advanced degree—master's or beyond—with a major in the field of guidance, counseling, student personnel work, or similar titles will be considered to have completed the prescribed course work as set forth in these requirements for certification for the professional certificate; whether they have specific courses as listed or not. They will not be relieved of the other requirements in items 1, 2, and 3 above.

5. Persons not meeting requirement No. 4 must have a minimum of 30 semester hours of graduate credit to be distributed as follows:

*Guidance and Counseling.*—Fifteen to 18 semester hours distributed in the following areas, and with not more than 6 semester hours in any one area:

- a. Philosophy and principles
  - (1) Introduction to guidance
  - (2) Guidance in the schools
  - (3) Guidance principles and practices
- b. Appraisal of the individual
  - (1) The case study
  - (2) Analysis and diagnosis
  - (3) Individual psychological testing
  - (4) Educational and psychological testing
  - (5) Mental health
  - (6) Abnormal psychology
  - (7) Adolescent psychology
- c. Occupational and educational information
  - (1) Socio-economic information in guidance
  - (2) Occupational information
  - (3) Vocational information
  - (4) Labor relations
- d. Techniques of counseling or psychotherapy
  - (1) Techniques of counseling
  - (2) Client-centered counseling
  - (3) Play therapy
- e. Practicum or supervised experience
  - (1) Group work
  - (2) Testing
  - (3) Counseling
  - (4) Case work
- f. Group techniques in guidance
  - (1) Group techniques in guidance
  - (2) Group dynamics
  - (3) Group therapy
- g. Research methods and study
  - (1) Statistics
  - (2) Research methods in human problems
  - (3) Problems in education

*Related Fields.*—Twelve to 15 semester hours of graduate credit with work in each of the following areas:

- a. Psychology
  - (1) Psychometrics—individual and group
  - (2) Abnormal psychology
  - (3) Mental hygiene
  - (4) Personality development
  - (5) Clinical psychology
- b. Education
  - (1) Pupil personnel problems
  - (2) Curriculum development
  - (3) The junior high school
  - (4) Supervision
  - (5) Administration



c. Sociology

- (1) Family adjustment problems
- (2) Culture patterns
- (3) Juvenile delinquency
- (4) Labor relations

**Renewal Requirements**

This certificate may be renewed every 10 years upon one certification by the employing superintendent of 5 years' guidance and counseling experience during the life of the certificate.

**Title V-A Qualifications**

Qualifications are the same as certification requirements.

**NEW YORK**

**Certification Requirements**

**School Counselor Certificates—Valid for Guidance Service**

**Provisional Certificate**

1. **Preparation.**—The candidate shall have completed an approved 4-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition 30 semester hours in approved graduate courses. The total program of undergraduate and graduate preparation shall include 16 semester hours in courses approved as preparation for guidance. The following schedule will be used to appraise the 16 semester-hour program:

	Fields	Semester-hours range
Understanding the individual (dynamics of behavior; needs and characteristics of the individual).....		2 to 4
Principles and practices of guidance.....		2 to 4
Techniques of counseling.....		2 to 4
Measurement and appraisal for the use of counselors (including statistics).....		2 to 6
Survey, organization and use of educational and occupational information.....		2 to 4

**Substitution.**—Five years of approved and appropriate journeyman experience, the 1-year industrial teacher-training program, and 30 semester hours of approved and appropriate study completed subsequent to the 1-year industrial teacher-training program may be offered in lieu of the preparation specified in the above paragraph but not in diminution of the courses approved as preparation for guidance.

2. **Experience.**—The candidate shall have completed 2 years of teaching experience in an approved school and 1 year of experience other than teaching. The 1 year of experience other than teaching may be an additional year of teaching combined with an approved field work course in which there is observation, study, and discussion of occupational and training opportunities and community resources.
3. **Teacher's certificate.**—The candidate shall hold either a certificate or a statement of eligibility for a certificate valid for teaching in the public schools of New York State.

4. *Time validity.*—The provisional certificate shall be valid for 5 years from date of issuance.
5. *Eligibility for permanent certificate.*—The holder of a provisional certificate shall be eligible for the permanent certificate hereinafter described provided he has completed, prior to the termination date of said provisional certificate, 14 semester hours in courses approved as preparation for guidance in addition to the requirements in paragraph 1 of this subdivision.

### Permanent Certificate

1. *Preparation.*—The candidate shall have completed an approved 4-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition 30 semester hours in approved graduate courses. The total program of undergraduate and graduate preparation shall include 30 semester hours in courses approved as preparation for guidance.

The following schedule will be used to appraise the 14-semester-hour program:

Fields	Semester-hour range
Either one or both of the following:	
Supervised field work and practice in guidance in public schools, or	4 to 6
Courses as follows:	
Advanced course in the practice of counseling	2 to 4
Advanced course in measurement and appraisal for counselors	2 to 4
Organization and conduct of the guidance program	2 to 4
Advanced course in educational and occupational information	2 to 4

Candidates who have completed the minimum requirements in each of the fields for the permanent certificate may offer one or more courses from the list of optional courses as enumerated below to satisfy the 14-semester-hour requirement:

Optional courses	Semester-hour range
Group dynamics	2 to 4
The family	2 to 4
Social casework problems	2 to 4
Labor problems	2 to 4
Placement	2 to 4
Personality development and measurement	

*Substitution.*—Five years of approved and appropriate journeyman experience, the 1-year industrial teacher-training program and 30 semester hours in approved courses completed subsequent to the 1-year industrial teacher training program may be offered in lieu of the preparation requirements in supervised field work and practice in guidance in public schools but not in diminution of the specific courses approved as preparation for guidance.

2. *Experience.*—The candidate shall have completed 2 years of teaching experience in an approved school and 1 year of experience other than teaching. The 1 year of experience other than teaching may be an additional year of teaching combined with an approved field work course in which there is observation, study, and discussion of occupational and training opportunities and community resources.
3. *Teacher's certificate.*—The candidate shall hold either a certificate or a statement of eligibility for a certificate valid for teaching in the public schools of New York State.
4. *In-service study and training requirement.*—The holder of a permanent certificate shall during each successive 10-year period from date of issuance



completes 6 semester hours in approved courses or the equivalent in approved and appropriate professional activity such as membership in study groups for professional and cultural improvement, travel, authorship, teaching approved courses offered by a recognized institution of higher or professional education, occupational experience other than teaching, leadership in extraschool activities, leadership in professional associations and leadership in appropriate community activities.

Courses, studies and activities offered by a counselor toward the satisfaction of the in-service study and training requirement shall be submitted to the State Education Department for prior approval.

5. *Time validity.*—The permanent certificate shall be valid continuously except when the holder thereof has not been regularly employed in a teaching, supervisory or administrative position in the public schools of New York State within a 5-year period and has not satisfied the in-service study and training requirement prescribed in paragraph 4 of this subdivision in which case the validity of the certificate held by such person shall lapse.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## NORTH CAROLINA

### *Certification Requirements*

#### *Counselor's Certificate*

1. Hold or be qualified to hold a class A teacher's certificate
2. Have at least 3 years of successful teaching experience
3. Have the time equivalent of at least 1 year of occupational experience and other experiences considered valuable for a counselor
4. Hold a master's degree in the professional field of guidance to include:
  - a. A minimum of 18 semester hours of professional courses distributed among the following areas:
    - (1) Principles of guidance  
(May be taken at the undergraduate level.)
    - (2) Analysis of the individual
    - (3) Counseling techniques
    - (4) Occupational and educational information
    - (5) Administrative relationship of the guidance program
    - (6) Supervised practicum
  - b. Twelve hours of work distributed among related courses in the areas of education, economics, psychology, and sociology.

#### *Validity*

Certificate is optional for part-time school counselors, but required of full-time counselors.

#### *Renewal*

Initially the certificate is valid for a period of 5 years from date of qualification. The first renewal requires graduate credit for 6 semester hours of appropriate graduate credit. Subsequent renewals require 6 semester hours of graduate credit, as in the first renewal, or 3 years' experience as a counselor or teacher during the 5-year renewal period.



## *Title V-A Qualifications*

To be approved, the counselor must have a minimum of 18 semester hours of graduate training in prescribed areas of guidance and counseling.

## **NORTH DAKOTA**

### *Certification Requirements (Effective September 1, 1961)*

#### **School Counselors and Guidance Directors**

##### *Initial Approval*

Both the standard and professional guidance credentials will be initially issued on a temporary basis. Upon the completion of 9 months of counseling in a secondary school and the recommendation of the employing administrator and the State Director of Guidance Services, regular status will be granted.

#### **Standard Guidance Credential**

##### *General Provisions*

1. The requirements for the standard guidance credential represent the minimum qualifications for employment as a counselor in an approved guidance and counseling program and are the recommended minimum standards for all school counselors in the State.
2. The standard guidance credential shall be valid for 2 years including the 1 year of temporary status and is *not renewable*.

##### *Requirements*

1. A valid North Dakota first grade professional teaching certificate or such special certification as may be granted by the Department of Public Instruction
2. At least 1 year of successful teaching experience
3. A minimum of 12 months' work experience in one or more wage-earning jobs other than teaching or counseling, military experience included
4. Completion of not less than 12 semester hours or 18 quarter hours of professional courses distributed among all four areas listed below, 2 semester or 3 quarter hours of which must be in supervised counseling. The course, principles and practices in guidance, may be taken as an undergraduate
  - a. Principles and practices in guidance
  - b. Analysis of the individual
  - c. Counseling techniques
  - d. Supervised counseling
5. A recommendation of competency by a counselor trainer of the counselor preparation center for a temporary standard credential
6. A recommendation of competency by the employing administrator and the State Director of Guidance Services for regular standard credential

#### **Professional Guidance Credential**

##### *General Provisions*

1. The requirements for the professional guidance credential represent the recommended qualifications for employment as a counselor or guidance director in an approved program of guidance and counseling. In general, this credential is

strongly recommended for any person who is assigned or devotes half time or more to guidance services, including the organization and administration of said functions, in a school system, a school district, or in two or more school districts.

2. The professional guidance credential is renewable every 5 years upon evidence that the applicant has been participating actively as a counselor and/or guidance director for any 3 of the 5 years covered by the credential, completion of not less than 6 semester or 9 quarter graduate credit hours in approved professional guidance education, and upon recommendation from the administrator of the employing school and the State Director of Guidance Services.

### ***Requirements***

1. A valid North Dakota first grade professional teaching certificate or such special certification as may be granted by the Department of Public Instruction
2. At least 1 year of successful teaching experience
3. A minimum of 12 months' work experience in one or more wage-earning jobs other than teaching or counseling, military experience included
4. A minimum of 24 semester hours or 36 quarter hours of professional courses distributed among each of the areas listed below, 6 semester or 9 quarter hours of which must be in supervised practicum. The course, principles and practices in guidance, may be taken as an undergraduate
  - a. Principles and practices in guidance
  - b. Personality structure
  - c. Analysis of the individual
  - d. Group techniques in guidance
  - e. Educational and occupational information
  - f. Counseling techniques
  - g. Supervised counseling
  - h. Organization and administration of guidance services
  - i. Research methods
5. A recommendation of competency by a counselor trainer of the counselor preparation center for a temporary professional credential.
6. A recommendation of competency by the employing administrator and the State Director of Guidance Services for regular professional credential.

### ***Title V-A Qualifications***

Qualifications are the same as certification requirements.

## **OHIO**

### ***Certification Requirements***

#### **School Counselor**

#### ***Scope of Service***

Duties performed by school employees in this area of student personnel service include:

1. Counseling and assisting students with educational, personal-social, occupational, placement, and related problems in planning and adjustment
2. Working with teachers in studying, diagnosing, and understanding students; planning and conducting group guidance activities; utilizing community resources; and participating in in-service teacher-education activities



3. Working with the administrative staff and other school personnel in planning, developing, and conducting the total guidance program, curriculum study, and research
4. Working with lay groups, parents, and individuals in coordinating school and community resources and activities which contribute to improved pupil personnel services

### Provisional Certificate

A provisional certificate valid for performing the duties outlined above will be issued upon the recommendation of an institution approved for the preparation of school counselors, certifying that the applicant has satisfied the following requirements:

1. Possession of a provisional or higher grade certificate valid for teaching in Ohio
2. Evidence of:
  - a. One year of successful experience in teaching
  - b. One cumulative year of gainful employment in a non-teaching position
  - c. One additional year of experience in either (a) or (b) or a combination of the two
3. A master's degree—A minimum of 20 semester hours of the master's degree or in excess of the master's degree is to be in the field of guidance with at least one graduate course in each of the following six areas:
  - a. *Guidance*.—Principles and practices, administration, group procedures in orientation, education and occupational planning and self-study
  - b. *Human Growth and Development*.—Educational psychology, individual differences, child and adolescent psychology, exceptional children, mental hygiene
  - c. *Individual and Group Analysis*.—Statistics, guidance testing, diagnostic procedures, case study procedures
  - d. *Counseling*.—Principles, theory, procedures
  - e. *Guidance Information*.—Educational-occupational information, school and community resources
  - f. *Practicum*.—Supervised practical experience in counseling

### Professional Certificate

The professional certificate for school counselors will be issued upon evidence of 27 months of successful experience under the provisional certificate for school counselors, at least one-half of which has been in the performance of those duties described under *Scope of Service* above, and completion of at least 9 additional semester hours under item 3 of the *Provisional Certificate* section above, beyond the minimum requirement for the provisional certificate.

### Permanent Certificate

The permanent certificate will be issued upon evidence of 45 months of successful experience under the professional certificate for school counselor and completion of 9 additional semester hours under item 3 of the *Provisional Certificate* section above and not used in fulfillment of requirements for the provisional or professional certificate.

### Title V-A Qualifications

Qualifications are the same as certification requirements.



# OKLAHOMA

## *Certification Requirements*

### *School Counselor*

#### *Authorization*

To serve as a counselor in a position in which all or a major portion of the employee's time is spent in counseling activities.

#### *Requirements for the Standard Certificate*

1. An Oklahoma standard or life teaching certificate
2. A minimum of 2 years' satisfactory teaching experience
3. Not less than 12 months' work experience with such experiences to be cumulative. Work experience in the armed services, or as a teacher or as an employee of his parents shall not be accepted in fulfilling this requirement either in whole or in part. This requirement shall be waived for any person who has a minimum of 3 years' experience as a school counselor or who has served as a school counselor during the year 1954-55.
4. A master's degree from an approved college or university and completion of a program approved by the State Board of Education for the preparation of school counselors, such program to include a minimum of 18 semester hours of graduate work distributed as follows:
  - a. Basic guidance courses..... 8
  - b. Educational measurements..... 3  
(The major emphasis in this area must be on the administration and nature of group tests and the use of the results of such tests in helping children)
  - c. Growth, development, and learning..... 5
  - d. Curriculum construction..... 2

#### *Requirements for the Provisional Certificate*

1. An Oklahoma standard or life teaching certificate
2. A minimum of 2 years' satisfactory teaching experience
3. A minimum of 16 semester hours of graduate credit which will count toward satisfying the requirements for the standard certificate including the following:
  - a. Basic guidance courses
  - b. Educational measurements

### *Teacher-Counselor*

#### *Authorization*

To serve in a teaching-counseling situation which requires not more than half of the employee's time to be spent in counseling activities.

#### *Requirements for the Standard Certificate*

1. Have a bachelor's degree from an institution approved by the State Board of Education
2. Hold a valid Oklahoma standard or life teaching certificate
3. Have had a minimum of 2 full years of satisfactory teaching experience

4. Completion of an approved program, consisting of a minimum of 16 semester hours of graduate work. Work in each of the areas (a), (b), (c), and (d) listed below is required.

- a. Principles and practices of guidance
  - b. Methods and techniques of counseling
  - c. Educational and psychological measurements
  - d. Growth, development, and learning (not to exceed 6 semester hours)
- Additional work must be presented in at least two of the following areas:

- a. Case studies
- b. Guidance practicum
- c. Educational and occupational information
- d. Curriculum construction
- e. Clinical procedures
- f. Mental hygiene
- g. Special education

#### *Requirements for the Temporary Certificate :*

1. Comply with requirements 1, 2, and 3 under requirements for the standard certificate
2. Complete a minimum of 8 semester hours of graduate credit in basic guidance courses which will apply toward meeting requirements for the standard certificate, including some work in each of these areas:
  - a. Principles and practices of guidance
  - b. Methods and techniques of counseling
  - c. Educational and psychological measurements

#### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## OREGON

### *Certification Requirements*

Counselor certification has been enacted into law to become effective July 1, 1965.

#### *Title V-A Qualifications*

Personnel occupying school guidance positions in addition to being certificated as teachers shall possess a minimum college level training of 9 quarter hours in recognized guidance work.

## PENNSYLVANIA

### *Certification Requirements (effective October 1, 1960)*

#### *Guidance Counselor*

#### *Provisional College Certificate*

1. Must have at least a provisional certificate to teach; or a master's degree from an approved school of social work plus an additional 6 semester hours of credit in the following areas:
  - a. Principles of elementary or secondary education
  - b. Elementary or secondary school curriculum

2. Must have had 2 years of successful teaching, social work or professional counseling experience
3. Must have completed 18 semester hours of graduate work distributed in the following areas:
  - Philosophy and principles of guidance
  - Growth and development of the individual in childhood and adolescence<sup>1</sup>
  - The study of the individual<sup>1</sup>
  - Tests and measurements
  - Collecting, evaluating and using occupational, educational and related information<sup>1</sup>
  - Administrative and community relationships
  - Techniques used in counseling<sup>1</sup>
  - Group guidance
  - Supervised experience in counseling

### **Permanent College Certificate**

1. Must have a provisional counselor's certificate.
2. Must have had 3 years of successful counseling.  
This experience should consist of at least half-time each week spent in counseling duties in a public elementary or secondary school.
3. Provisional college certificates issued after October 1, 1959, shall require for validation for the permanent form of the certificate the completion of master's degree or its equivalent<sup>2</sup> in the field of school counseling and guidance.

### **Scope of Certificate for a Guidance Counselor**

This certificate permits the holder to serve as a guidance counselor in all the grades of the public schools.

### ***Title V-A Qualifications***

School personnel assigned to guidance and counseling activities who, in addition to their certification to teach, have demonstrated, either through additional education or experience, knowledge and skill in interviewing and advising students and parents; knowledge and skill in using tests, test results, educational, and career information; and have completed 8 semester hours of course work in counselor education.

## **PUERTO RICO**

### ***Certification Requirements***

#### **Technician in Educational and Vocational Guidance**

##### ***Requirements***

1. Teacher's certificate
2. Two years of satisfactory service in public or private<sup>2</sup> school accredited by the Department of Education
3. At least six credits in educational psychology.

<sup>1</sup> Required areas.

<sup>2</sup> Master's degree in social work.



4. A professional diploma in guidance issued by the University of Puerto Rico or any other accredited university or college or an M.A. with concentration in educational and vocational guidance

### *Qualifications*

1. Bachelor's degree from an approved college or university with training in education
2. At least six credits in guidance and related areas. Appointees shall be responsible for completing the requirements for the professional diploma in guidance
3. Two years of successful teaching or counseling experience
4. Work other than teaching or counseling is desirable

### *Title V-A Qualifications*

#### *Minimum*

1. B.A. or B.S. degree from an accredited college or university with training in education
2. At least six credits in guidance
3. Two years of successful teaching or counseling experience
4. The bachelor's degree may be substituted by the normal diploma, at least 25 credits in guidance, 10 years' counseling experience in the public secondary schools, and 2 years of successful teaching experience.
5. These candidates will be required to continue their studies towards the professional diploma in guidance from the University of Puerto Rico or an M.A. degree in guidance from an accredited college or university.

#### *Recommended*

Professional diploma in guidance or M.A. degree in guidance from an accredited college or university

## **RHODE ISLAND**

### *Certification Requirements*

#### *Provisional Counselor's Certificate—Valid for 3 Years*

The counselor's certificate is valid for service in guidance and student personnel work.

1. Bachelor's degree from an institution approved by the State Board of Education
2. Eligibility for a Rhode Island teacher's certificate
3. Fifteen semester hours of approved courses in guidance, counseling, or psychology, at least 9 of which shall be in the following areas:
  - a. Principles, practices, and philosophy of guidance
  - b. Techniques in counseling
  - c. Organization and use of educational and occupational information and community resources

The remaining 6 hours shall be in the fields of human relations and psychology exclusive of courses in general and educational psychology.

4. One year of work experience outside the fields of education and counseling
5. Three years' successful teaching experience

### **Professional Counselor's Certificate—Valid for 5 Years**

1. Same as items 1, 2, 3, 4, and 5 above, provisional counselor's certificate.
2. Three years' successful experience as a counselor in Rhode Island.

NOTE.—This certificate may be renewed upon presentation of evidence of the completion of 6 semester hours of courses, 2 semester hours of which may be obtained by approved travel, work, or other educational experience.

### **Life Professional Counselor's Certificate—Valid for Life**

1. Master's degree (or its equivalent) from an institution approved by the State Board of Education.
2. Same as items 2, 3, 4, and 5 above; provisional counselor's certificate.
3. Five years' successful experience as a counselor in Rhode Island after receiving the professional counselor's certificate.

### **Provisional Guidance Supervisor's Certificate—Valid for 3 Years**

The guidance supervisor's certificate is valid for service as a counselor or a supervisor of counselors.

1. Master's degree (or its equivalent) from an institution approved by the State Board of Education
2. Eligibility for a Rhode Island counselor's certificate
3. An approved course in the organization and administration of a guidance program
4. Three years' experience as a counselor

### **Professional Guidance Supervisor's Certificate—Valid for 5 Years**

1. Same as items 1, 2, and 3 above, provisional counselor's certificate
2. Three years' successful experience as a guidance supervisor in Rhode Island

### **Life Professional Guidance Supervisor's Certificate—Valid for Life**

1. Same as items 1, 2, and 3 above, provisional counselor's certificate
2. Five years' successful experience as a guidance supervisor in Rhode Island after receiving the professional guidance supervisor's certificate

### **Title V-A Qualifications**

Qualifications are the same as certification requirements.

## **SOUTH CAROLINA**

### **Certification Requirements**

#### **Guidance Counselor's Certificate (Full-Time)**

1. Class I, Grade A or B teacher's certificate (master's degree)
2. Health report
3. Two years of teaching experience
4. Total graduate credits required: 18 semester hours with not less than 2 semester hours in each of the following areas: Basic guidance course, analysis of the individual, educational measurement, educational and occupational information, counseling techniques; other courses: sociology, psychology, group techniques, supervised counseling practice, economics, mental hygiene, community re-

sources, family relationships, curriculum development, organization and administration of guidance services.

### Renewal for Guidance Counselor's Certificate (Full-Time)

1. Class I, Grade A or B teacher's certificate (master's degree)
2. Health report
3. Two years of teaching experience
4. Total graduate credits required: 12 semester hours in four of the following areas with 2 hours in each area including the basic guidance course: Basic guidance course, analysis of the individual, educational measurement, educational and occupational information, counseling techniques; other courses: sociology, psychology, group techniques, supervised counseling practice, economics, mental hygiene, community resources, family relationships, curriculum development, organization and administration of guidance services.

### Teacher-Counselor's Certificate (Part-Time)

1. Class III (bachelor's degree), Grade A or B teacher's certificate
2. Two years of teaching experience
3. Total credits required: 12 semester hours in four of the following areas with 2 hours in each area including the basic guidance course: Basic guidance course, analysis of the individual, educational measurement, educational and occupational information, counseling techniques; other courses: sociology, psychology, group techniques, supervised counseling practice, economics, mental hygiene, community resources, family relationships, curriculum development, organization and administration of guidance services.

### *Title V-A Qualifications*

In the event that neither counselors certified for full-time counseling nor counselors certified for part-time counseling are employed, a teacher with a minimum of 6 hours of training in the field may be employed with the understanding that another 6 hours will be earned within a year.

## SOUTH DAKOTA

### *Certification Requirements*

#### Teacher-Counselor

School personnel devoting one-half or less time to guidance and counseling shall be classified in this category.

#### *Requirements*

1. One year successful school experience
2. Bachelor's degree
3. Teaching certificate
4. Fifteen semester hours in guidance courses, 9 of which must be graduate. (Ten of the 15 semester hours must be taken in residence.) At least 2 semester hours in each of the courses listed below:
  - a. Techniques in counseling
  - b. Understanding the individual
  - c. Organization and administration of the guidance program
  - d. Occupational information



## Counselor

School personnel engaged in guidance and counseling work more than one-half time shall be classified in this category.

### Requirements

1. One year successful school experience
2. Bachelor's degree
3. Teaching certificate
4. Master's degree with major emphasis in guidance, or graduate credit courses in guidance totaling 21 semester hours. (At least 15 of the 21 semester hours must be in residence.) At least 2 semester hours in each of the courses listed below:
  - a. Techniques in counseling
  - b. Understanding the individual
  - c. Organization and administration of the guidance program
  - d. Occupational informationTwo semester hours in each of three of the areas listed below:
  - a. Test and measurements
  - b. Individual analysis and appraisal
  - c. Mental health
  - d. Supervised counseling experience
  - e. Statistics
  - f. Group guidance
  - g. Individual testing
  - h. Social case work

### Title V-A Qualifications

The counselor shall have: (1) 1 year's successful school experience, (2) bachelor's degree, (3) teaching certificate, and (4) fifteen semester-hours in guidance courses, 9 of which must be graduate. (Ten of the 15 semester hours must be taken in residence.) At least 2 semester hours in each of the following courses: Techniques of counseling; understanding the individual; organization and administration of a guidance program; and occupational information. Credits earned through participation in workshops will be allowed in fulfilling the above requirements subject to the approval of the State Department of Public Instruction.

## TENNESSEE

### Certification Requirements

#### Guidance Counselor (7-12)

1. The applicant for endorsement as guidance counselor (7-12) shall meet the State requirements for a teaching certificate (7-12).
2. The applicant shall have had 3 years of teaching experience.
3. The applicant shall have completed a minimum of 27 quarter hours' study including each of the these nine areas:
  - a. Philosophy and principles of guidance services
  - b. Personality organization and development
  - c. Diagnostic tools (individual appraisal and group appraisal)

- d. Informational services for students and teachers
- e. Counseling techniques
- f. Statistics and/or research methodology
- g. Group methods in guidance
- A. Supervised practice in guidance and counseling
- i. Administration and organization of guidance services

*Note.*—Evidence of a specific guidance counseling service for 1 school year prior to July 1, 1963, shall be accepted in lieu of areas listed under items (h) and (i) above, and each applicant in this category shall have completed a minimum of 21 quarter hours' study including areas listed under items (e) through (g) above.

### *Title V-A Qualifications*

The minimum qualifications for personnel assigned to specific guidance and counseling functions in each approved school's guidance and counseling plan-program shall be:

1. That each person holds a valid State teacher's certificate to teach at the grade levels assigned, based on a B.S. or an equivalent college degree
2. That each person has had 3 years' successful teaching experience, or its equivalent in successful employment in personnel work or in a related area
3. That each person successfully complete 3 quarter hours' or its equivalent of professional study in one of the course areas recommended below:

- Philosophy and principles of guidance
- Personality organization and development
- Diagnostic tools
- Informational services for pupils and teachers
- Counseling techniques
- Statistics and research methodology
- Group dynamics as applied to guidance

The recommended qualifications for personnel assigned to specific guidance and counseling functions in each approved school plan-program shall include the minimum qualifications outlined above and the following additional qualifications: Successful study in college, and/or through study at guidance training institutes, and/or through in-service training sponsored by the State educational agency to attain a total equivalent of 21 college quarter hours of credit (graduate or undergraduate) in the above professional areas.

Study in college may be in the academic college program and/or may be in guidance training institutes under part B, title V, of Public Law 864.

## TEXAS

### *Certification Requirements*

#### *Qualifications for School Counselor*

Applicant must first meet requirements for regular teaching certificate. A transcript of college credits showing bachelor's degree and other credits should be presented to a senior college in Texas that is approved for preparation of teachers in the field of counseling. At least 3 years of teaching experience is required before a professional certificate can be issued.

Elements of the approved program for a school counselor include:

1. *The guidance program* (at least 3 semester hours).—This area provides an understanding of the principles, philosophy, organization, and services of the guidance program.

2. *The pupil served* (at least 6 semester hours).—This area is devoted to intensive study that develops an understanding of the physical, intellectual, social and emotional development of children and youth; and the influences of the school program on development.
3. *Resource areas* (at least 21 semester hours).—The college or university should assist the prospective counselor to achieve a balanced program of teacher education by giving attention to related resource areas. The amount of emphasis given to an area should depend on the previous preparation and total experience of the student.

These advanced level studies are not necessarily represented by a sequence of semester hour courses. They are planned programs to meet the needs of the individual student. They are intended to assure professional competence.

Upon completion of the professional program, the prospective counselor should have developed skills in guidance techniques that assure an ability to use the instruments of measurement and evaluation necessary for understanding, appraising, and counseling individuals and groups. He should be skilled in the use of occupational and educational information and materials appropriate for the guidance of children and youth. Also, there should have been developed, through study and supervised practice, an ability to work with groups of children, youth, and adults and in counseling with individuals.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

## UTAH

### *Certification Requirements*

#### **Professional Counselor's Certificate**

For the professional counselor's certificate an applicant must present satisfactory evidence of:

1. A minimum of a master's degree, or in lieu, 55 quarter hours of graduate credit, from an accredited college or university.
2. A minimum of 36 quarter credit hours of course work earned within the core or related areas. Not fewer than 24 quarter credit hours must be distributed through the core areas according to weightings prescribed. All of the required minimum of 36 quarter credit hours shall be in addition to courses regularly required for a teacher's certificate, and must be of upper division or graduate standing.
3. A duly issued, currently valid teacher's certificate
4. A minimum of 2 years' successful teaching or counseling experience approved by the State Department of Public Instruction.

#### **Provisional Counselor's Certificate**

For the provisional counselor's certificate an applicant must present satisfactory evidence of:

1. A minimum of a bachelor's degree from an accredited college.
2. A minimum of 12 quarter credit hours of course work in the core or related areas described below. At least half of the minimum must be distributed between the two core areas of (a) counseling and (b) understanding and studying the individual. All of the required minimum of 12 quarter credit hours must be in addition to courses regularly required for a teacher's certificate.



3. A duly issued and currently valid teacher's certificate (Counselors possessing provisional certificates must renew them every 2 years with six additional graduate credits in the area of guidance, until professional certification is achieved. In the event that the provisional certificate expires, one must then present evidence of meeting the professional standards before he can be professionally certified.)

### Certificate for School Counselors

After September 1, 1963, new provisional certificates for school counselors will be discontinued. Beginning counselors must hold a professional certificate after this date.

After September 1, 1963, an applicant for the professional school counselor's certificate must present evidence:

1. That he presently holds or is eligible to hold a Utah teacher's certificate for the level on which he will serve issued on 4 years of college training
2. That he must be recommended by the accredited institution in which the training program for school counselors was completed.
3. That he has a master's degree, or in lieu thereof, 55 quarter hours of graduate credit from an accredited university or college. This graduate credit must include a minimum of 36 quarter hours in approved study selected from the following areas:
  - a. Learning
  - b. Counseling
  - c. Human growth and development
  - d. Personality
  - e. Statistics
  - f. Occupational information
  - g. Psychometrics in guidance:
    - (1) Aptitude and achievement tests
    - (2) Personality and interest inventories
  - h. Introduction to pupil personnel services
  - i. Practicum in testing and counseling
4. That he has completed 2 years of approved educational experience. (Candidates who have not completed a minimum of 2 years of approved educational experience may be issued a 2-year certificate. At the completion of 2 years of service the certificate may be extended upon the recommendation of the superintendent and the training institution for 3 additional years.)

### Title V-A Qualifications

Qualifications are the same as certification requirements.

## VERMONT

### Certification Requirements

#### Guidance Counselor's Professional Standard Certificate— Valid for 5 Years

1. All general requirements
2. Evidence of high level ability to serve as a guidance counselor and a recommendation for this type of certificate from the last superintendent

3. Eligibility for an elementary, junior high school or secondary professional standard certificate
4. One year of paid work experience other than teaching or counseling. The work experience may be cumulative and preferably in a variety of jobs. One summer of work in a mental hospital or mental hygiene clinic is recommended.
5. The satisfactory completion of 15 semester hours of graduate work in the following or related areas:
  - a. Principles or introduction to school guidance
  - b. Counseling techniques and case studies in school guidance
  - c. Analysis of the individual (including group and/or individual tests used in guidance)
  - d. Educational and occupational information
  - e. Organization, administration, and evaluation of guidance

#### *Requirements for Renewal*

1. Evidence of high level ability to serve as a guidance counselor as indicated by a recommendation for this type of certificate from the last superintendent
2. Evidence of continued personal growth as indicated by having earned within 5 years of the date of renewal a minimum of 4 semester hours of approved credit in courses or projects appropriate to the needs or interests of the applicant
3. Application for renewal within 5 years after the certificate has expired

### Director of Guidance Professional Standard Certificate— *Valid for 5 Years*

1. All general requirements
2. Evidence of high level ability to serve as a director of guidance as indicated by a minimum of 2 years of satisfactory experience in guidance services and a recommendation for this type of certificate from the last superintendent
3. Eligibility for an elementary, junior high school or secondary professional standard certificate
4. One year of paid work experience other than teaching or counseling. The work experience may be cumulative and preferably in a variety of jobs. One summer of work in a mental hospital or mental hygiene clinic is recommended.
5. The satisfactory completion of 30 semester hours of graduate work in the field of guidance which shall include each of the following areas:
  - a. Principles or introduction to school guidance
  - b. Counseling techniques and case studies in school guidance
  - c. Analysis of the individual (including group and individual tests used in guidance)
  - d. Educational and occupational information
  - e. Organization, administration, and evaluation of guidance
  - f. Other suggested courses or related areas are psychology, curriculum development, statistics and supervision

#### *Requirements for Renewal*

1. Evidence of high level ability to serve as a director of guidance as indicated by a recommendation for this type of certificate from the last superintendent
2. Evidence of continued personal growth as indicated by having earned within 5 years of the date of renewal a minimum of 4 semester hours of approved credit in courses or projects appropriate to the needs or interests of the applicant
3. Application for renewal within 5 years after the certificate has expired.

## ***Title V-A Qualifications***

Qualifications are the same as certification requirements.

# **VIRGINIA**

## ***Certification Requirements***

### **Guidance Counselor<sup>1</sup>**

1. Hold the collegiate professional certificate
2. One or more years of successful teaching experience
3. A minimum of 15 semester hours (preferably at the graduate level) is required in at least four of the following five areas, one of which *must be* in counseling and one in tests and measurements:
  - Principles and practices of guidance
  - Counseling
  - Tests and measurements
  - Occupational and educational information (including curricular offering)
  - Understanding the individual (in relation to his educational needs)
4. Personal qualities which merit the confidence and respect of pupils, parents, teachers, and school administrators.

## ***Title V-A Qualifications***

Those charged with the direction of the guidance services or participating in the assigned time for individual counseling shall be qualified as follows:

### **Counselor**

(A qualified person within a local school assigned one or more periods per day for counseling and related guidance services)

1. The collegiate professional certificate
2. A minimum of 15 semester hours' credit including work in each of the areas listed below. This work should include laboratory experience as well as classroom instruction
  - a. Principles and practices of guidance
  - b. Counseling
  - c. Tests and measurements
  - d. Occupational and educational information
  - e. Understanding the individual
3. One or more years of successful teaching experience

### **Coordinator**

(A qualified person within a local school selected to organize and administer a program of guidance services)

1. Requirements as described for a counselor
2. A minimum of 3 semester hours in each of the following areas:
  - a. Administration and organization of a guidance program
  - b. Methods of educational research
3. Two or more years of successful experience as a guidance counselor

<sup>1</sup> A guidance counselor is a person assigned three or more periods per school day, in one or more schools, for counseling and related guidance services.



## **Supervisor**

(A qualified person within a city or county division selected to coordinate and improve guidance services on a division-wide basis)

1. Requirements as described for a coordinator
2. The postgraduate professional certificate
3. A minimum of 6 semester hours of graduate credit representing each of the following areas:
  - a. Curriculum development
  - b. Principles and practices in supervision

## **VIRGIN ISLANDS**

### ***Certification Requirements***

#### **Guidance Counselor**

A guidance counselor must meet the following minimum requirements:

1. Possess at least a bachelor's degree
2. Complete at least 12 credits in the areas of guidance, counseling, and testing
3. Complete at least 1 year of successful teaching in a public school

#### ***Title V-A Qualifications***

Guidance personnel, guidance counselors and specialists shall hold a bachelor's degree and must have had at least 12 hours in the following areas of guidance: Counseling; educational and occupational information; and analysis of the individual. In addition, guidance counselors and specialists employed shall have had at least 1 year of successful teaching experience in public schools.

## **WASHINGTON**

### ***Certification Requirements***

Washington does not have certification requirements beyond teacher certification for such personnel.

#### ***Title V-A Qualifications***

##### ***Minimum Qualifications for Local School Guidance Personnel***

A person having responsibility for the interpretation of test results and for individual and group counseling shall hold a valid State teaching certificate based upon a baccalaureate degree, and shall have had at least 1 year of successful experience as a teacher, counselor, supervisor and/or administrator in public education. The academic background must include courses in tests and measurements, psychology, principles and practices of guidance and/or counseling. Local district administrators are charged with the responsibility of providing trained personnel should they become the recipients of Federal funds expended under title V(A), Public Law 85-864, as provided in section 4.5 of this plan.

### *Recommended*

A person having responsibility for the administration and interpretation of tests and for individual and group counseling shall have a master's degree which shall include a major emphasis upon guidance and counseling, with training in the following areas:

1. Personality organization and development
2. Environmental factors in adjustment
3. Individual appraisal
4. Statistics and research methodology
5. Philosophical and professional orientation
6. Counseling
7. Group guidance
8. Supervised practicum in counseling

## WEST VIRGINIA

### *Certification Requirements*

#### Teacher-Counselor

1. Meet State requirement for first-class teaching certificate at the level at which guidance is to be done
2. Two years' successful teaching experience at the level at which guidance is to be done
3. Completion of 12 semester hours in an approved institution at the graduate level in the following courses—starred courses required:

<i>Courses</i>	<i>Semester hours</i>
a. Basic course in principles and practices of guidance (unless it has been taken at the undergraduate level) *	2-3
b. Counseling techniques*	2-3
c. Individual inventory techniques (including interpretation and use of tests and other data) *	2-3
d. Occupational information techniques*	2-3
e. Seminar in special counseling problems*	3-6
f. Industrial and labor relations	2-3
g. Organization, administration, and development of guidance programs	2-3
h. Organization of guidance programs for out-of-school youth and adults	2-3
i. Personnel management	2-3
j. Problems of child welfare	2-3
k. Social case work methods	2-3
l. Statistical interpretation	2-3
m. Unemployment and occupational rehabilitation	2-3
n. Vocational education	2-3

#### Counselor

1. Meet State requirement for first-class teaching certificate at the level at which the guidance is to be done
2. Two years' successful teaching experience at the level at which the guidance is to be done
3. Master's degree

4. Completion of 30 semester hours in an approved institution at the graduate level. The required and elective credits shall be earned in the courses below and in such additional courses related to counseling work as may be determined by the individual's interests and needs. The starred courses are required, regardless of credit.

<i>Courses</i>	<i>Semester hours</i>
a. Basic course in principles and practices of guidance (unless it has been taken at the undergraduate level) *	2-3
b. Counseling techniques *	2-3
c. Individual inventory techniques (including interpretation and use of tests and other data) *	2-3
d. Occupational information techniques. * (Note.—At the level at which guidance is to be done) .....	2-3
e. Advanced studies of human adjustment *	2-3
f. Techniques of evaluation *	2-3
g. Seminar in counseling, individual inventory, occupational information, training opportunities, follow-up studies, and placement procedures with practice in the field. * (Note.—At the level at which guidance is to be done) .....	3-6
h. Industrial and labor relations .....	2-3
i. Organization, administration and development of guidance programs .....	2-3
j. Organization of guidance programs for out-of-school youth and adults .....	2-3
k. Personnel management .....	2-3
l. Social case work methods .....	2-3
m. Problems of child welfare .....	2-3
n. Statistical interpretation .....	2-3
o. Unemployment and occupational rehabilitation .....	2-3
p. Vocational education .....	2-3

*Electives in teaching field—0 to 5 hours.*

### *Title V-A Qualifications*

Personnel employed to carry on these activities shall have or shall be working toward a certificate as counselor or teacher-counselor as issued by the State Department of Education. This is interpreted to mean that in the event that personnel certified neither as counselors nor teacher-counselors are employed, a teacher may be employed with the understanding that such teacher(s) will have 6 graduate hours in the field of guidance and will complete an additional 6 hours for the teacher-counselor certificate within 1 year.

## **WISCONSIN**

### *Certification Requirements*

#### **School Counselor—Grade B**

1. General requirements are a bachelor's degree from an approved college or university, a current Wisconsin teaching license, and a minimum of 2 years of teaching experience
2. Educational requirements are a minimum of 18 semester hours of graduate work in education and guidance. Two courses among the following may be ac-



cepted from the undergraduate level, but this shall not decrease the graduate minimum requirements:

- a. Required courses: A basic course in the introduction to a general understanding of guidance and a course in guidance techniques. Colleges and universities are urged to introduce and to require a course in supervised practice in counseling
- b. Select at least three courses from the following: Human growth and development, including mental hygiene; educational and occupational information; curriculum development; statistics and measurements research; and study of individuals through tests, interviews, records and other means
- c. Other elective areas: administration and organization of guidance programs; group guidance; remedial and/or developmental reading; psychology of individual differences; school administration; the exceptional child; curriculum construction; and child or adolescent psychology

### School Counselor—Grade A

1. General requirements are a master's degree from an accredited college or university, a current Wisconsin teaching license, a minimum of 2 years' experience as a counselor, a minimum of 1 year of accumulated work experience after high school graduation in fields other than education, and at least 2 years of teaching experience
2. Educational requirements: at least 6 additional semester hours of graduate credit (above B level requirement). If not already taken, this must include administration and organization of guidance programs. Other courses to be selected from list in 2(a), 2(b) and 2(c) (under school counselor—grade B). An applicant for a counselor's license (at either level) may receive a 3-year license if fully qualified. A renewal certificate may be issued for 5 years. Such certificate may be renewed for 5-year intervals, subject to future rules.

### *Title V-A Qualifications*

Qualifications are the same as certification requirements, but with the provision that those who do not fully meet B level requirements will be accepted if the instructor has a minimum of 10 semester hours of credit toward the B level requirements with the understanding that at least 4 hours of work will be acquired each year until B level requirements are met.

## WYOMING

### Endorsement for School Counselor

Appropriate for a counselor, dean of boys, dean of girls, or other individuals engaged in the supervision or coordination of pupil personnel services. It is appropriate for a standard or professional certificate.

### *Requirements for the Endorsement on a Standard Certificate*

1. Eligibility for a standard teaching certificate
2. Two years of public school classroom teaching experience
3. Endorsement by an appropriate representative of a graduate school engaged in counselor education, or by 3 professional counselors in the State

4. A master's degree and one of two programs of professional preparation:
  - a. Twenty-five semester hours at the graduate level, including—
    - Ten semester hours of psychology
    - Fifteen semester hours of guidance
  - b. Thirty-six semester hours of graduate or undergraduate credit with a total of at least 18 semester hours at the graduate level, including—
    - Eighteen semester hours of psychology, at least 5 of which are at the graduate level
    - Eighteen semester hours of guidance, at least 5 of which are at the graduate level
5. Completion of the following courses, which must be included in either of the above programs—
  - a. Five semester hours in foundations of guidance (courses in organization, administration, supervision, principles and practices of guidance, introductory courses, guidance seminars, guidance and curriculum)
  - b. Five semester hours including both counseling techniques and practicum experiences (introductory courses to counseling, counseling theory, practice, techniques)
  - c. Five semester hours in understanding the individual (psychological, individual, clinical testing, individual inventory, psychology of adolescence, children, learning, individual differences)
  - d. Two semester hours in educational and occupational information for guidance

Counselors who administer individual mental ability tests in the public schools must also have 8 semester hours of credit in psychological testing, including clinical testing.

#### *Requirements for the Endorsement on a Professional Certificate*

1. Eligibility for the standard pupil personnel certificate endorsed for school counselor
2. Five years of successful experience as a school counselor in Wyoming
3. An Ed.S., professional diploma, or completion of an approved program of 30 semester hours beyond the master's from an approved graduate school in a program of counselor preparation to include a minimum of 5 semester hours in each of the following areas—
  - a. Advanced work in psychology (courses in learning, experimental, abnormal, clinical, personality, individual problems, advanced graduate study, or seminars)
  - b. Advanced work in guidance (additional courses not included in previous work might include elementary school guidance, advanced practicum work, internship work in guidance, individual problems, advanced graduate study, seminar)
  - c. Supervised practical study in guidance, including some type of field study work in guidance
  - d. Research and statistics (courses in educational research, research seminars, educational statistics, linear regression)
  - e. School administration (courses in curriculum, supervision, law, finance)

#### *Title V-A Qualifications*

Qualifications are the same as certification requirements.

# **PART 2**

## **Part II**

### **School Psychologists and Psychometrists**



## ARIZONA

### *Certification Requirements*

Certification requirements for school psychologists have been in effect in Arizona since 1947.

### *Specialized Service Certificate*

A certificate for specialized service shall be granted individuals who perform as specialists in a public school on an individual and technical basis as psychologists or speech pathologists.

The name *Specialized Service* shall be endorsed on the face of the certificate, together with the name of the field in which the holder will serve.

### *Requirements*

1. The master's degree from an accredited university or college, or evidence of satisfactory completion of not less than 30 semester hours of graduate work acceptable toward an advanced degree at an accredited institution and also acceptable to the State Board of Education
2. An undergraduate major in the specialized field for which the certificate is granted and 15 semester hours of graduate work in that specialized field
3. Eight semester hours of clinical or field experience in the specialized field for which the certificate is granted
4. Courses in school and community health
5. Courses in United States and Arizona Constitutions

### *Validity*

The specialized certificate shall be valid for 4 years and shall entitle the holder to perform specialized service in the schools, but only in the field or fields indicated on the certificate, and does not entitle the holder to teach regular classroom work.

### *Renewal Requirements*

The requirement for the initial renewal of a specialized service certificate for a 6-year period shall be the satisfactory completion during its life of 5 semester hours of acceptable work in an accredited college, or such other requirements as may be prescribed by the State Board of Education.

Additional renewals for a 6-year period shall be granted upon evidence of continuous work in the specialized field.

## CALIFORNIA

### *Certification Requirements*

The general pupil personnel services credential authorizes the holder to perform work in the fields of psychology, psychometry, pupil counseling, and social work in the elementary or secondary schools of California. The requirements for this credential and its special applications are explained in part I of this Bulletin.

# COLORADO

## Certification Requirements

### School Psychologist

1. All persons currently holding valid certificates as school psychologists may, prior to the expiration of such certificate, secure the appropriate type A or B teacher's certificate or type E special service certificate, and be endorsed thereon for a period of 5 years. At the close of such 5-year period, said school psychologist shall meet the minimal requirements for initial endorsement as a school psychologist except that the internship may be waived at the discretion of the recommending college or university.
2. A type E special services certificate may be issued and endorsed for school psychologists to any psychologist certificated by the Colorado Board of Psychological Examiners whenever such certificate is requested by an employing school district.
3. Minimal standard for initial endorsement as a school psychologist on a type A or B certificate will include certification as a teacher. In addition to such certification, the applicant shall have completed 2 full years, 60 semester or 90 quarter hours, of graduate study in an accredited college or university as follows:
  - a. Approximately 30 per cent of the student's work shall be in psychological foundations—theoretical and experimental—selected to represent a balanced program in the following fields:
    - Advanced general psychology; experimental psychology; history of psychology
    - Advanced educational psychology; developmental psychology; psychology of the exceptional; social psychology
    - Learning theory; psychology of motivation
    - Physiological psychology; comparative psychology
    - Personality theory; abnormal psychology; approaches to psychotherapy
    - Theoretical foundations of statistical and testing techniques; research methods
  - b. Approximately 35 percent of the student's work shall be in psychological methods and techniques. Classes shall be designed to insure competence in interviewing and counseling; evaluation in the intellectual, social and emotional areas; and remediation in the basic educational skills and in behavior. Courses including the following areas must have been taken:
    - Individual intelligence testing
    - Group intelligence and achievement testing
    - Assessment of personality, projective and nonprojective
    - Statistical techniques
    - Interviewing and counseling techniques
    - Play therapy—individual and group
  - c. Approximately 25 percent of the student's work shall be in professional education including educational foundations—social, philosophical, and historical—and school organization and program. Courses including the following subjects must have been taken:
    - Remedial instruction
    - Educational programs for exceptional children—organization, administration, methods, materials.
  - d. Supervised field experience in the duties of a school psychologist (internship or externship) consisting at the very least of 1 full quarter full-time or 350 clock hours under the direction of a certified school psychologist or other

qualified personnel approved by the college or university. This experience shall be in addition to laboratory work done in connection with courses in the regular approved program. In exceptional circumstances, a program of supervised experience not under the direction of a college or university may be approved by the State Department of Education.

At least 250 clock hours shall be in field experience in the psychological services division of a school system. The remainder may be obtained in an approved hospital, institution, clinic or agency established for the treatment and/or study of special problems of children and adults.

4. A type E school psychologist certificate may, upon recommendation by their college or university, be issued to applicants not eligible to obtain a type A or B certificate but who have completed a 2-year graduate program encompassing the same subject matter as for type A or B except that such applicants shall have had a minimum of 525 clock hours of supervised field experience in the duties of a school psychologist at least 50 percent of which have been in a school setting as described under item 3(d).
5. Applicants from Colorado colleges and universities which have submitted to and obtained approval by the Colorado State Board of Education a school psychologist training outline will upon completion of such training be endorsed upon recommendation by the director of the school psychologist training program.

## CONNECTICUT

### *Certification Requirements*

#### *Psychological Examiner*

##### *Provisional Certificate*

This certificate is required for anyone serving as a psychological examiner in a public school system or in an individual elementary or secondary school, unless he holds a limited or permanent certificate issued for the position. To receive a provisional certificate to serve as psychological examiner, the applicant must meet the following requirements in addition to meeting the general conditions:

1. A master's degree secured in an institution approved for the preparation of school personnel in psychological services
2. A minimum of 27 semester hours' credit in graduate or undergraduate work including preparation in each of the following areas:
  - a. Psychology and child development
  - b. Psychology and personal adjustment
  - c. Clinical psychology
  - d. Socio-economic problems
  - e. Educational methods
  - f. Measurements and evaluation applied to school problems
3. A minimum of 18 semester hours' credit in graduate and undergraduate work in individual psychological testing and the qualitative interpretation of test results. At least 6 of these semester hours must be obtained through field work done under supervision of the preparing institution, a certificated school psychologist, or an approved child study clinic. If all other requirements except the field work are met, the provisional certificate may be issued conditionally on the basis of completion of the field work during the next calendar year.



### *Standard Certificate*

The holder of a provisional certificate to serve as psychological examiner may receive a standard certificate by meeting the following requirements:

1. Three years of successful experience as a psychological examiner under the provisional certificate
2. Fifteen semester hours' graduate credit in the field of specialization at an approved institution in addition to the graduate credit submitted for the provisional certificate

### *School Psychologist*

#### *Provisional Certificate*

To receive a provisional certificate to serve as school psychologist, the applicant must meet the following requirements in addition to meeting the general conditions:

1. Completion of the requirements for a provisional certificate for psychological examiner.
2. Two-thirds completion of a doctoral program or 60 semester hours of graduate credit in a planned program at an institution approved for the preparation of school personnel in psychological services. This graduate work should include interview techniques, interest and aptitude testing, statistics, personality evaluation, counseling and psychotherapy, and research techniques.
3. Three or more years of paid full-time experience in the application of psychological principles and techniques to the problems of children of school age, including at least one year in a school setting. One year of school psychological internship under the supervision of the preparing institution may be credited toward this requirement.

#### *Standard Certificate*

The holder of a provisional certificate to serve as a school psychologist may receive a standard certificate by meeting the following requirements:

1. Three years of successful experience as a school psychologist under the provisional certificate
2. A doctor's degree in psychology with emphasis on education or a doctor's degree in education with emphasis on psychology or at least 90 semester hours of graduate credit in the special field at an approved institution. This graduate work should include interview techniques, interest and aptitude testing, statistics, personality evaluation, counseling and psychotherapy, and research techniques.

## **DELAWARE**

### *Certification Requirements*

#### **School Psychologist and Psychological Examiner**

##### **1. Degree requirements:**

*Psychological examiner.*—bachelor's degree

*School psychologist.*—master's degree in general school or clinical psychology

##### **2. Specialized professional preparation:**

Course work to total 35 semester hours for psychological examiner and 66 hours for school psychologist taken either before or after the attainment of the bachelor's degree and distributed as follows:

	Semester hours	
	Psychological Examiner	School Psychologist
<i>Required course areas:</i>		
a. General, theoretical or experimental psychology.....	2-3	4-6
b. Psychology of human development: an intensive survey of the physiological and psychological processes of human development.....	2-3	2-3
c. Psychological tests and measurements.....	2-3	4-6
d. Abnormal psychology.....	2-3	2-3
e. Problems and procedures of clinical psychology: Knowledge of theoretical bases of treatment techniques, experience in the administering of appropriate psychometric devices to deviant children, interpretation of results of such tests, and experience in writing clinical reports.....	8	13-15
f. Educational tests and measurements.....	2-3	2-3
g. Learning and motivation, educational psychology or psychological techniques in teaching.....	2-3	4-6
h. Diagnosis of reading difficulties or equivalent in reading.....	2-3	4-6
i. Survey of techniques of psychotherapy or counseling.....		2-3
j. Practicum: clinical experience under supervision in a hospital, school or clinic, 3 hours of which must be in a public school setting unless the applicant has at least 2 years of successful teaching experience in the public schools. Forty-five clock hours are equivalent to one semester-hour credit of practicum.....	6	15
k. Elective course areas.—The following course areas may be used either as substitutes for required course areas or to make the total semester hours required when the institution of training granted 2 rather than 3 semester hours per course; substitutions are not to exceed 6 semester hours for psychological examiner or 9 semester hours for school psychologist. Substitutions are not permitted for items (c), (e), and (j) above.		
Counseling techniques, philosophy and foundation of education, statistics, social psychology, experimental psychology, physiological basis of behavior, developmental psychology, and mental hygiene. Three hours for psychological examiner and 5 hours for school psychologist in practicum, which is in addition to the required hours in practicum, may also be used.		

## FLORIDA

### Certification Requirements

#### School Psychologist

1. Not less than 60 semester hours of graduate work distributed among four groups approximately as follows:
  - a. *General psychology*.—3-6 semester hours. (In this area candidates should have as much general orientation as possible.)

- b. *Psychometric techniques*.—3-9 semester hours. (Three semester hours will be comprehensive orientation to measurement devices in use.)
  - c. *Specialized techniques*.—12-18 semester hours.
    - (1) Three semester hours in guidance techniques.
    - (2) Three semester hours in exceptional child education.
  - d. *Related courses*.—18-36 semester hours. (The practicum requirement is a part of Area d and not in addition to it. Further, that the practicum must constitute at least one-fourth and not more than one-half of the total hours submitted toward meeting Area d.)
  - e. School psychology may be added only to a standard certificate.
2. An applicant must have completed at least 1 year of successful teaching experience in addition to the above requirements.

## HAWAII

### *Certification Requirements*

#### **School Psychologist**

A broad understanding of psychology and its related disciplines, particularly as they apply to the educational, mental, physical, social, and emotional development of children. Must be particularly effective in working with teachers, principals, supervisors, public agencies, district, State office staff, and the community.

#### *Professional Training*

- 1. Possess a Department of Public Instruction professional teaching certificate
- 2. Possess a doctor's degree in psychology or educational psychology from an accredited college or university
- 3. Have completed at least 1 year's internship in psychological practicum
- 4. Qualify for full membership in the American Psychological Association

#### *Experience*

- 1. Minimum of 2 years' successful teaching experience in a public school
- 2. Minimum of 2 years' successful experience in supervision and administration
- 3. Minimum of 2 years' experience in work which was essentially psychological, such as psychological counseling, research, testing, clinical diagnosis, etc., in a school setting

## IDAHO

### *Certification Requirements*

#### **Pupil Personnel Services Certificate (Psychological Examiner—School Psychologist)**

A pupil personnel services certificate, endorsed for psychological examiner or for school psychologist, may be issued by the State Board of Education to any person of good moral character who has an acceptable master's degree from an accredited college or university and who meets the specific requirements outlined for the desired endorsement.



### ***Endorsement for Psychological Examiner***

Certificate is to be issued for 5 years and is not renewable unless regular progress of not less than 20 semester hours during the 5-year period of validity is shown toward the school psychologist endorsement.

1. Masters degree in psychology or education or other closely related area
2. Training which shall include:

a. Psychological foundations<sup>1</sup> (italicized courses are required)

- (1) *General*
- (2) *Experimental*
- (3) *Human growth and development*
- (4) *Learning or advanced educational psychology*
- (5) *Physiological*
- (6) *Motivational*
- (7) *Abnormal*
- (8) *Personality*
- (9) *Statistical*
- (10) *Research methodology*

b. Educational foundations<sup>2</sup> (italicized courses are required)

- (1) *Educational foundations*
- (2) *Methods and/or curriculum development*
- (3) *Administration*
- (4) *Laboratory experience*

c. Psychological methods<sup>3</sup> (italicized courses are required)

- (1) *Measurement*
- (2) *Statistics*
- (3) *Individual testing*
- (4) *Counseling principles and techniques*

d. School organization and program<sup>4</sup> (italicized courses are required)

- (1) *Exceptional child*
- (2) *Diagnostic and remedial instruction*
- (3) *Special education*
- (4) *Organization and administration of guidance services*

e. Internship

120 clock hours which may be taken while under contract to a local school if supervision is by an accredited higher institution

An individual serving as a psychological examiner must hold the pupil personnel services certificate, endorsed for psychological examiner.

### ***Endorsement for School Psychologist***

1. Masters degree in psychology or education or closely related area
2. Minimum of 2 years training beyond the bachelor's degree, including:

a. Psychological foundations<sup>5</sup> (italicized courses are required)

- (1) *General*
- (2) *Experimental*
- (3) *Human growth & development*
- (4) *Learning or advanced educational psychology*

<sup>1</sup> 9 Semester hours required of which 3 must be taken at the graduate level.

<sup>2</sup> 12 Semester hours of which 6 must be taken at the graduate level.

<sup>3</sup> 6 Semester hours permitted at the undergraduate level.

<sup>4</sup> Minimum of 6 semester hours of which 3 must be at the graduate level.

<sup>5</sup> 15 Semester hours required of which 9 must be taken at graduate level.

- (5) Physiological
- (6) Motivational
- (7) Abnormal
- (8) Personality
- (9) Statistical
- (10) Research methodology
- b. Educational foundations<sup>6</sup> (italicized courses are required)
  - (1) *Educational foundations* (recommended as a graduate level course)
  - (2) *Methods and/or curriculum development*
  - (3) *Laboratory experience*
  - (4) Administration
- c. Psychological methods<sup>7</sup> (italicized courses are required)
  - (1) *Measurement*
  - (2) *Statistics*
  - (3) *Individual testing*
  - (4) *Projective methods*
  - (5) *Assessment of the individual*
  - (6) *Counseling principles and techniques*
  - (7) *Clinical*
- d. School organization and program<sup>8</sup> (italicized courses are required)
  - (1) *Exceptional child*
  - (2) *Diagnostic and remedial instruction*
  - (3) Special education
  - (4) Organization and administration of guidance services
- e. Internship
 

300 clock hours under the supervision of the training institution, 120 hours of which may have been taken while under contract at a local school under the supervision of a higher institution

An individual serving as a school psychologist must hold the pupil personnel services certificate, endorsed for school psychologist.

## INDIANA

### *Certification Requirements*

#### Endorsement for School Psychometrist

1. Candidates for endorsement for school psychometrist will meet the general requirements for the school services personnel, provisional.
  - a. The master's degree will be psychological in nature, with a major in psychological measurement or the clinical field, emphasis on child development and learning, and clinical practice with children.
  - b. Acceptable substitutes for the professional teaching certificate will be a minimum of course work in each of the fields of human growth and development, nature of exceptional children, remedial programs, curriculum, and the nature of learning, or the equivalent in training and experience.

<sup>6</sup> 12 Semester hours of which 6 must be taken at graduate level.

<sup>7</sup> 6 Semester hours permitted at the undergraduate level.

<sup>8</sup> Minimum of 9 semester hours of which 6 must be at graduate level.

2. The minimum program for endorsement for school psychometrist will include an internship of at least 3 semester hours in:

- a. A clinic, hospital, school; or
- b. A clinic operated by an institution of higher learning which provides training for school psychometrists, but in all cases under the supervision of either a certificated school psychologist or an institution of higher learning which has been approved for training school psychometrists.

(A person holding a Ph. D. degree in a clinical psychology training program approved by the American Psychological Association and who completes a 1-year internship will have met the requirements in a and b above.)

### Endorsement for School Psychologist

1. Candidates will be qualified for endorsement for school psychologists when they:

a. Have met the general requirements for the school services personnel certificate, provisional

(1) Acceptable substitutes for the professional teaching certificate will be a minimum of course work in each of the fields of human growth and development, nature of exceptional children, remedial programs, curriculum, and the nature of learning or the equivalent in training and experience.

b. Hold a doctor of education or a doctor of philosophy degree with either clinical psychology or school psychology as a field of concentration

c. Have had either of the following:

(1) Two years of full-time employment as a school psychometrist under the supervision of an institution of higher education which has been approved for training school psychologists. The supervision may be performed by a school psychologist who is employed by either a public school system or a university; or

(2) The equivalent of 1 academic year of full-time internship, approximately one-half of which shall be in a public school, the remainder in a child guidance clinic, school for retarded, psychiatric facility, institution, or combination thereof.

## IOWA

### *Certification Requirements*

An applicant for the professional certificate endorsed for service as school psychologist must have had 4 years of approved college preparation and a bachelor's degree from a recognized institution, 2 years of successful teaching experience, a master's degree in psychology from a recognized institution, and the completion of an approved program of preparation for service as a school psychologist shall also be required.

## MAINE

### *Certification Requirements*

#### School Psychologist's Certificate

#### *Authorization*

To serve as school psychologist.



## Provisional Certificate<sup>1</sup>

### Requirements

1. A master's degree from an accredited graduate school, or matriculation as a doctoral candidate in an accredited graduate school
2. Completion of graduate study to a cumulative total of not less than 60 semester hours, which must include courses from each of the following areas:
  - a. Educational foundations
  - b. Education of the exceptional
  - c. Testing and clinical techniques
  - d. Personality and behavioral development
  - e. Supervised practice in testing and clinical techniques
3. Successful experience in a sub-collegiate school setting which may be fulfilled through the completion of
  - a. One year as a classroom teacher, or
  - b. Not less than 6 semester hours of supervised practice in school psychological services.

### Term

This certificate is issued for a 5-year term. It may be renewed once for an additional 5 years upon reasonable evidence of continuing professional service and growth.

## Professional Certificate

### Requirements

1. A doctor's degree from a regionally accredited graduate school.
2. Completion of 3 years of successful experience within the scope of the provisional certificate.

### Term

This certificate is issued for a 5-year term. It may be renewed for 10-year terms upon reasonable evidence of continuing professional service and growth.

# MINNESOTA

## Certification Requirements

### School Psychologist

Certification for the position of school psychologist may be granted to persons who are recommended by a college or university maintaining the following approved or comparable program of preparation. Such recommendation must attest to the completion of the program.

### Requirements

1. Certification as certified psychologist by State Board of Examiners of Psychologists
2. A certificate as education specialist in school psychological services or its equivalent.

<sup>1</sup> Applicants having served successfully as school psychologists in approved elementary or secondary schools for not less than 3 years prior to the effective date of these regulations will be eligible for a provisional school psychologist's certificate. This service-based certificate is issued for a 5-year term and may be renewed for additional 5-year terms upon the completion (for each such renewal) of not less than 6 additional credit hours in areas such as those listed above and continuous successful experience as a psychologist.

lent (90 quarter credit hours of graduate work), granted by a graduate school approved by the State Board of Education. This preparation shall include:

a. At least 6 credits in each of the following areas:

- Learning
- Personality
- Child development
- Exceptional children
- Measurement and research
- Orientation to education

b. At least 24 credits in diagnosis and treatment of learning disabilities and related problems, including a 6-credit sequence in the administration and interpretation of intelligence tests

c. At least 9 credits (300) in a supervised practicum, of which at least one-third shall be in a school setting

The requirement in item 2, (c) may be waived for equivalent experience.

3. Requirement 2 shall be waived for school psychologists employed by school districts in reimbursable positions in Minnesota in 1957-58, and may be waived for those employed in reimbursable positions since 1957-58.

### *Provisional Certificate*

A provisional certificate as education specialist in school psychological services may be issued for a maximum of 2 years to persons who have completed requirement 2 but not 1.

## MISSOURI

### *Certification Requirements (Revised 1961)*

#### **School Psychological Examiner**

1. A degree-level teaching certificate

2. Have completed the master's degree in an approved college or university in one of the following areas:

a. Psychology

b. Educational psychology

c. Guidance and counseling

3. Have completed the undergraduate or graduate preparation of:

a. General psychology

b. Psychological Development: Child, adolescent, or developmental psychology

c. Psychology of exceptional children or analysis of the individual student

d. Psychology of education (graduate level)

e. Statistical methods

f. Mental hygiene, or psychology or personality

g. Methods and/or techniques of counseling

h. Psychological tests and measures, or group testing (graduate level)

i. Individual psychological testing

j. Principles and practices of the guidance program

4. It is recommended that other courses in psychology, educational psychology, and guidance and counseling be included in further preparation.

# NEW JERSEY

## School Psychologist

### Authorization

This certificate is required for service as a psychologist in elementary and secondary schools.

### Requirements

1. A bachelor's degree from an accredited college with a minimum of 30 semester-hour credits distributed in at least three of the following fields: English, social studies, science, fine arts, mathematics, and foreign languages
2. An advanced program of at least 60 semester-hour credits in graduate courses in an accredited and approved college or university program with the following distribution (all starred courses or their equivalents shall be required):
  - a. Educational foundations—12 semester-hour credits selected from the following courses or their equivalents:
    - (1) Modern school practices
    - (2) Principles of curriculum construction
    - (3) Philosophy of education
    - (4) Practicum in problems of individual children
    - (5) School-community relationships
    - (6) Remediation in basic educational skills
    - (7) Educational guidance
  - b. Education of the handicapped—6 semester-hour credits selected from the following courses or their equivalents:
    - (1) Introduction to education of the handicapped
    - (2) Psychology of the handicapped
    - (3) Methods and materials in teaching the mentally retarded
  - c. Testing and clinical techniques—18 semester-hour credits selected from the following courses or their equivalents:
    - (1) Statistics\*
    - (2) Tests and measurements\*
    - (3) Aptitude testing
    - (4) Intelligence testing\*
    - (5) Projective techniques\*
    - (6) Interviewing and counseling\*
    - (7) Diagnostic case studies
  - d. Personality and behavioral development—12 semester-hour credits selected from the following courses or their equivalents:
    - (1) Developmental psychology
    - (2) Psychology of adolescence
    - (3) Atypical development
    - (4) Reactive disorders
    - (5) Motivational basis for learning
    - (6) The cultural anthropology of community differences
    - (7) Physiological basis for learning
  - e. Electives—12 semester-hour credits selected from courses closely related to the above groups of courses.
3. An externship of 450 clock hours. The externship should be in a school clinic, a child guidance clinic or other clinic approved by the Commissioner of Education and supervised by a qualified school psychologist or by personnel approved



by the Commissioner of Education. This externship experience shall include at least 100 clock hours in testing mentally retarded children.

NOTE.—Persons with experience endorsed by the Commissioner of Education as equivalent to the above externship may be exempt from the externship.

### Provisional Certificate

A provisional certificate may be granted if the applicant for a certificate presents 40 semester-hour graduate credits acquired from an approved college program. These 40 semester-hour credits shall be distributed among the outlined areas of study and all starred courses shall be included. Also, an externship of 350 clock hours or equivalent experience shall be required for the provisional certificate. The provisional certificate may be renewed annually when the applicant presents a minimum of 4 semester-hour credits from the outlined areas of study.

### Term

The limited certificate may be made permanent when the applicant completes 3 years of successful experience within the scope of the certificate.

## NEW YORK

### Certification Requirements

#### School Psychologist—Provisional Certificate

##### Preparation

1. The candidate shall have completed an approved 4-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition 30 semester hours in approved graduate courses leading to the master's degree with a major in psychology; the total program of undergraduate and graduate preparation shall include 40 semester hours in approved professional courses.
2. The schedule which follows will be used to appraise the said 40 semester-hour requirement:

	Semester-hour range
Advanced psychology (nonspecialized).....	2-6
Experimental psychology (a laboratory course).....	2-6
Psychology and methods of teaching.....	2-6
Problems or principles of education or school administration or educational sociology or similar education courses.....	2-6
Educational measurements and statistics (including mental measurement).....	4-8
Psychology of learning and growth.....	2-6
Psychology of adjustment problems.....	10-15
Clinical test and procedures (including instruction in the application of standardized, individual psychological tests).....	3-8
Clinical experience under qualified supervision.....	4-8
Physical bases.....	0-6

Courses in systematic psychology, history of psychology, schools of psychology or similar courses will be accepted toward the satisfaction of the advanced psychology requirement.

Courses in methods of teaching, remedial methods, psychology of school subjects, educational guidance, educational supervision or similar courses will be

accepted toward satisfaction of the psychology and methods of teaching requirement.

Courses in child psychology, psychology of adolescence, genetic psychology, psychology of learning or similar courses, will be accepted toward the satisfaction of the psychology of learning and growth requirement.

Courses in individual psychology, abnormal psychology, psychiatry, social psychology, psychology of exceptional children, mental hygiene, mental adjustments, social casework, delinquency, psychology of personality and character or similar courses will be accepted toward the satisfaction of the psychology of adjustment problems requirement.

Experience, under qualified supervision, in clinics or elsewhere, in giving individual tests and in making reports involving interpretation and recommendations will be accepted toward the clinical experience requirement. In lieu of semester hours of credit, supervised clinical experience of equivalent amount (about 30 clock hours being equivalent to 1 semester hour) will be accepted.

Courses in physiological psychology, neuroanatomy, the physiology of the nervous system, biochemistry, speech mechanisms and speech correction or similar courses will be accepted toward the satisfaction of the physical bases requirement.

### *Time Validity*

The provisional certificate shall be valid for 5 years from date of issuance.

### *Eligibility for Permanent Certificate*

The holder of a provisional certificate shall be eligible for the permanent certificate hereinafter described provided he has completed prior to the termination date of said provisional certificate 12 semester hours in approved professional courses in addition to the preparation listed below.

## **School Psychologist—Permanent Certificate**

### *Preparation*

1. The candidate shall have completed an approved 4-year curriculum leading to the baccalaureate degree (or approved equivalent preparation) and in addition 30 semester hours in approved graduate courses leading to the master's degree with a major in psychology; the total program of undergraduate and graduate preparation shall include the professional preparation required for the issuance of the provisional school psychologist's certificate and in addition 12 semester hours in approved professional courses.
2. The schedule which follows will be used to appraise the 52 semester-hour program:

	<i>Semester-hour range</i>
Advanced psychology (nonspecialized) .....	3-8
Experimental psychology (a laboratory course) .....	3-8
Psychology and methods of teaching .....	4-8
Problems or principles of education or school administration or educational sociology .....	2-6
Educational measurements and statistics (including mental measurements) ..	4-8
Psychology of learning and growth .....	4-8
Psychology of adjustment problems .....	12-20
Clinical tests and procedures (including instruction in the application of standardized, individual psychological tests) .....	3-8
Clinical experience under qualified supervision .....	4-8
Physical bases .....	6-8

# OHIO

## Certification Requirements

### School Psychologist

#### Scope of Service

The primary function of the school psychologist is:

1. The intensive, individual, psychological study of children. He uses the resulting information and understandings about children in consultation and follow-up services with children, parents, teachers, and other professional workers in the school and in the community.

As a result of such study and because of his special training he functions as:

2. A consultant to supervisors and administrators in problems relating to special education, curriculum and instruction, group testing, counseling and guidance, pupil personnel policies, and other matters relating to the adjustment of the individual child in the school setting.
3. A resource person to the school staff and community in developing better understanding and applications of the principles of child development, learning, mental health, and the implications of individual differences in an attempt to assure continuing, coordinated, community planning for the needs of children and youth

#### Provisional Certificate

The provisional certificate valid for performing the duties outlined above will be issued upon the recommendation of an institution approved for the preparation of school psychologists certifying that the applicant has satisfied the following requirements:

1. Possession of a provisional or higher grade certificate valid for teaching in Ohio
2. Evidence of 9 months', full-time successful internship in a school setting under the supervision of a qualified school psychologist and an approved institution<sup>1</sup>
3. A master's degree and not less than 24 hours of graduate credit distributed as follows:

	Semester hours
a. The content of psychology including the psychology of human development, the psychology of learning, and the psychology of personality.....	8
b. Standardized group measurement and evaluation.....	2
c. Statistics .....	2
d. The psychological study of children using individual testing techniques and evaluative skills with laboratory experiences including practice in the interpretation of test and other data.....	8
e. The psychology of counseling and therapy techniques.....	2
f. The role and function of the psychologist in the schools <sup>1</sup> .....	2

#### Provisional Certificate

The professional certificate will be issued upon evidence of 27 months of successful experience as a school psychologist under a provisional certificate for school psychologists.

#### Permanent Certificate

The permanent certificate will be issued upon evidence of 45 months of successful experience under the professional certificate for school psychologists.

<sup>1</sup> May be waived upon evidence of the completion of 27 months of successful experience as a school psychologist in the schools of another State.



# OKLAHOMA

## *Certification Requirements*

### *Psychologist*

A professional school-service personnel—psychologist—certificate authorizes the holder to serve as a school psychologist in any school system of any Oklahoma school district.

#### *Standard Certificate*

The applicant shall satisfy all general requirements for eligibility.

The applicant shall have completed all course requirements, including an appropriate internship for a doctor's degree based upon a program of studies emphasizing clinical psychology, individual testing, special education, and guidance.

The applicant shall have completed satisfactorily the comprehensive examination over the courses leading to the doctor's degree.

The applicant shall be endorsed by the preparing institution as a school psychologist and be recommended by them. In cases where the preparing institution has an approved program for the preparation of school psychologists, it will be necessary for the applicants from that university to complete the approved program.<sup>1</sup>

#### *Provisional Certificate*

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have completed a minimum of 60 semester hours above the bachelor's degree with emphasis on clinical psychology, guidance, individual testing, and special education.

The applicant shall be endorsed as a school psychologist by the preparing institution and be recommended by them.<sup>1</sup>

### *Psychometrist*

The professional school-service personnel—psychometrist—certificate authorizes the holder to serve as a school psychometrist in the school system of any Oklahoma school district.

#### *Standard Certificate*

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have a master's degree or its equivalent with emphasis in (1) individual and group testing and (2) educational measurements and statistics.

The applicant's competence in the area of individual and group testing shall be certified to by the preparing institution.<sup>1</sup>

#### *Provisional Certificate*

The applicant shall satisfy all general regulations of eligibility.

The applicant shall have completed a minimum of 20 semester hours of graduate credit beyond the bachelor's degree with emphasis in (1) individual and group testing and (2) educational measurements and statistics.

The applicant's competence in the area of individual and group testing shall be certified to by the preparing institution.<sup>1</sup>

<sup>1</sup> When academic requirements were completed in an institution not having an approved program or in an out-of-State university or college, the application should be sent to the Director of the Division of Certification, State Department of Education, Oklahoma City 5, Okla.

# OREGON

## *Certification Requirements*

### Certificate for School Psychologist

1. Hold, or be eligible for a regular, general Oregon teacher's certificate, either elementary or secondary, and
2. One year of *teaching* experience in the regular public school classroom, and
3. A master's degree from a standard college or university
4. Ninety-six quarter hours of preparation taken prior to or subsequent to the baccalaureate degree in a standard college or university, this preparation to be distributed as follows:
  - a. *General and Theoretical Psychology*, not less than 3 or more than 12 quarter hours from the following:
    - Introduction to psychology
    - Psychological foundations
    - General psychology
    - Contemporary viewpoints in psychology
    - Equivalent courses
  - b. *Psychometric Techniques*, not less than 6 nor more than 15 quarter hours in:
    - Administration of individual verbal and non-verbal tests
  - c. *Specialized Techniques*, not less than 18 nor more than 30 quarter hours from the following:
    - Education measurement
    - Diagnostic and remedial techniques in reading
    - Teaching mentally deviant children
    - Preparation of social case histories
    - Measurement of special talents and defects
    - Projective techniques
    - Clinical psychology
    - Equivalent courses
  - d. *Related Preparation*, not less than 21 nor more than 45 quarter hours from the following:
    - Administration of the special education program
    - Educational psychology
    - Child growth and development
    - Psychology of childhood and adolescence
    - Education and psychology of exceptional children
    - Vocational guidance
    - Sociology
    - Social agencies
    - Psychology of personality
    - Mental hygiene
    - Cultural anthropology
    - Abnormal psychology
    - Juvenile delinquency
    - Speech correction

Individual differences  
Experimental psychology  
Psychopathology  
Equivalent courses

e. *Clinical Practice*, not less than 16 quarter hours

Credit for clinical practice shall be applied in satisfaction of requirements for the school psychologist's certificate only when written approval of such practice has been provided the Superintendent of Public Instruction by the college or university under direction of which the supervised teaching was done.

Experience as an interne in psychology in a penal institution, a mental hospital, a guidance clinic, a school for the deaf, blind, or feeble-minded, or a public school may be accepted as satisfying the requirements for clinical practice. Ninety clock hours of such experience shall be the equivalent of 3 quarter hours of credit.

A minimum of 6 quarter hours of clinical practice must be completed in connection with the public schools.

Work experience under competent supervision may be substituted in lieu of the clinical practice, when it is approved by the college or university in which the applicant was prepared. Two years of such experience may be substituted as the equivalent of the 16 quarter hours of clinical practice.

## PENNSYLVANIA

### *Certification Requirements*

#### Public School Psychologist

#### *Provisional Certificate*

Applicant:

1. Must have a provisional certificate to teach or a baccalaureate degree in psychology from an accredited institution
2. Must have a master's degree or 36 semester hours in the field of psychology and related fields, particularly guidance and special education
3. Must have completed 18 additional semester hours of graduate work distributed in the following areas:
  - a. *Psychological Assessment*.—To include techniques of individual testing, diagnosis and evaluation (to develop competencies in the administration and interpretation of tests of mental ability, educational aptitude and achievement, personality and social maturity).
  - b. *Counseling and Reporting*.—To develop competencies in areas of communication with pupils, teachers, administrators, parents, etc.
  - c. *Clinical Practicum*.—Minimum of 12 semester hours, 6 of which shall be with school-age children under the supervision and direction of qualified personnel. Forty-five clock hours shall be considered equivalent to 1 semester hour in clinical practice. The State Council of Education recommends a broad practicum experience under adequate supervision in clinics, hospitals, institutions for children, and schools.



### *Permanent Certificate*

1. The provisional certificate for the school psychologist may be made permanent upon the completion of 3 years of successful experience as a school psychologist in the public schools, and
2. The completion of 18 semester hours of graduate work distributed in the following areas:
  - a. *Psychological Assessment*.—To include techniques of individual testing, diagnosis and evaluation (to develop competencies in the administration and interpretation of tests of mental ability, educational aptitude and achievement, personality and social maturity).
  - b. *Counseling and Reporting*.—To develop competencies in areas of communication with pupils, teachers, administrators, parents, etc.
  - c. *Related Areas*.—Research techniques, mental hygiene or personal hygiene, the psychology and education of exceptional children.

## RHODE ISLAND

### *Certification Requirements*

#### *School Psychologist's Certificate*

This certificate is valid for service as a school psychologist in elementary and secondary schools.

#### *Provisional Certificate—Valid for 3 years*

1. Master's degree (or its equivalent) from an institution approved by the State Board of Education
2. Eligibility for a Rhode Island teacher's certificate
3. Thirty semester hours of approved courses in the following areas:
  - a. Advanced psychology
  - b. Educational measurements and statistics
  - c. Psychology of learning
  - d. Psychology of adjustment problems
  - e. Clinical tests and procedures
  - f. Psychotherapy
  - g. Supervised clinical experience

NOTE.—Applicants who have not fulfilled the requirement in Rhode Island Education will be allowed 3 years in which to meet this requirement.

#### *Professional Certificate—Valid for 5 years*

1. Same as 1, 2, and 3 above, under provisional certificate.
2. Three years' successful experience as a school psychologist in Rhode Island.

#### *Life Professional Certificate—Valid for life*

1. Same as 1, 2, and 3 above, under provisional certificate.
2. Ten years' successful experience as a school psychologist in Rhode Island after receiving professional certification.

## SOUTH CAROLINA

### *Certification Requirements*

#### Psychological Examiners

##### *Qualifications*

1. The examiner should be a recognized clinical psychologist, school psychologist, or private consulting psychologist previously accepted by physicians, social agencies, or school systems for his competence.
2. Where the above condition cannot be met, the examiner must have a master's degree in psychology which includes courses in individual psychological testing and diagnosis, with supervised testing under laboratory or practicum conditions for at least one semester at 2 hours per week, together with courses in child psychology (or development), personality adjustment (or mental hygiene), and abnormal psychology (or psychiatry).

## TENNESSEE

### *Certification Requirements*

#### School Psychological Services Worker

1. The applicant shall furnish evidence of the completion of a master's degree program in the field of psychology in an institution approved by the State Board of Education.
2. The curriculum shall include courses in the following areas: (Minimum number of hours are indicated.)

Quarter hours

- |   |    |
|---|----|
| a. <i>Basic Core in Psychology</i> .—Advanced general, experimental, history and systems, learning, perception, motivation.....   | 12 |
| b. <i>Foundations of Education</i> .—History and philosophy of education, curriculum, administration, supervision, social foundations.....  | 9  |
| c. <i>Statistics and Research</i> .—Descriptive and elementary, inferential statistics.....   | 6  |
| d. <i>Measurement and Evaluation</i> .—Theory of measurement, group testing, individual testing, educational diagnosis of exceptional children, abnormal psychology, personality appraisal..... | 15 |
| e. <i>Personality Dynamics and Counseling</i> .—Vocational guidance, counseling, personality dynamics, practicum in counseling.....   | 9  |
| f. <i>Group Dynamics and Human Relations</i> .—Social psychology, human relations, group processes.....   | 4  |
| g. <i>Internship</i> .—One-half year of internship in a setting approved by the State Board of Education and the training institution.  |    |

#### School Psychologist

1. The applicant shall furnish evidence of the completion of a doctoral degree in the field of psychology in an institution approved by the State Board of Education.

2. The curriculum shall include all of the requirements indicated for the psychological services worker with additional hours for the various areas as indicated below. Required courses are so marked:

	<i>Quarter hours</i>
a. <i>Basic Core in Psychology</i> .—Learning theory (required), advanced physiological psychology.....	6
b. <i>Foundations of Education</i> .....	3
c. <i>Statistics and Research</i> .—Experimental design (required).....	6
d. <i>Measurement and Evaluation</i> .—Test construction (required).....	3
e. <i>Personality Dynamics and Counseling</i> .—Personality theory, psychotherapy, consultation, practicum in psychotherapy and consultation.....	9
f. <i>Group Dynamics and Human Relations</i> .....	3
g. <i>Internship</i> .—One full year of internship in a setting approved by the State Board of Education and the training institution. An internship of one-half year acceptable for the psychological service worker's certificate may be counted as fulfilling one-half of this requirement.	

As much as 20 quarter hours in appropriate psychology and education courses taken at an undergraduate level may be approved for certification purposes.

### *Temporary Certificate*

Successful completion of at least 88 quarter hours of graduate courses in psychology and at least one-half year of supervised internship in a setting approved by the State Board of Education and the training institution. At the recommendation of the training institution the applicant may receive temporary certificate.

### *Renewal of a Temporary Certificate*

Completion of the foregoing will entitle the applicant to renewal of a temporary school psychology certificate valid for 2 years when the applicant presents a minimum of 9 quarter hours' credit acceptable toward full certification.

## UTAH

### *Certification Requirements*

#### *Certificate for School Psychologist*

After September 1, 1963, an applicant for a school psychologist certificate must present evidence:

1. That he holds or is eligible to hold a Utah teaching certificate issued on 4 years of college training
2. That he has a master's degree
3. That he has, in addition to, or within the training indicated in items 1 and 2 above, an approved program of study selected from the following areas:
  - a. Counseling
  - b. Human growth and development
  - c. Personality
  - d. Statistics
  - e. Learning
  - f. Exceptionality

<sup>1</sup> The hours listed shall include those required for satisfaction of the psychological services worker certificate.



- g. Organization and administration of pupil personnel services
- h. Psychometrics (group and individual testing)
- i. Other advanced courses in psychology
- j. Diagnosis of learning difficulties
- k. Appropriate practicum on graduate level
- 4. That he must be recommended by the accredited institution in which the training program for school psychologists was completed

Those possessing a master's degree in psychology from an accredited institution may secure certification as a school psychologist by satisfying the following specific requirements:

- 1. Training in all of the areas listed in item 3 above, including an appropriate practicum
- 2. Completion of some study in each of the following areas in education:
  - Philosophy of education
  - Understanding the curriculum
  - Organization and administration of schools
  - School health education
- 3. Recommendation by the institution in which the psychology training was completed

## WASHINGTON

### *Certification Requirements*

#### *School Psychologist*

##### *Role and Function*

The school psychologist is one with competency in psychological techniques and skills in their application to the educational setting. He uses the specialized knowledge of diagnosis, learning, and interpersonal relationships to assist school personnel to enrich the experience and growth of all children, and to recognize and deal with exceptional children.

The school psychologist serves in an advisory capacity to school personnel and may perform the following functions:

- 1. Measuring the intellectual, social, and emotional development of children, and interpreting the results of psychological studies
- 2. Diagnosing educational and personal disabilities, and collaborating in the planning of re-educational and therapeutic programs
- 3. Identifying exceptional children and collaborating in the planning of appropriate educational and social placements and programs
- 4. Developing ways to facilitate the learning and adjustment of children
- 5. Helping teachers and administrators to understand child behavior and intellectual and personality differences as they apply to the individual pupil and the class
- 6. Serving in a consultative capacity in curriculum planning
- 7. Encouraging and initiating research, and helping to utilize research findings for the solution of school problems

## *Certification Requirements*

It is expected that school psychologists functioning in a supervisory capacity will have more than the minimum requirements listed below for the school psychologists. These additional requirements should indicate a doctorate in psychology and considerable experience as a school psychologist.

School psychologists will hold either provisional or standard certificates. The minimum requirements shall be for:

1. Provisional certificate (valid under same conditions as provisional teaching certificate)
  - a. A master's degree with a major in psychology to include areas listed below (The word "area" here does not refer to specific courses but to areas of knowledge.)
  - b. Or the completion of all course work toward a master's degree except the thesis requirement
  - c. Completion of a minimum of 15 quarter hours of professional education courses including practice teaching or directed laboratory experiences in a school situation
2. Standard certificate
  - a. Fulfillment of all requirements for the provisional certificate
  - b. A master's degree with a major in psychology, and
  - c. Successful completion of 2 years' experience as a school psychologist, one of which must be supervised
3. Persons presently employed as school psychologists (prior to 1961-62)

All who have functioned competently as school psychologists for a period of at least 2 years before the effective date of these new requirements will be granted a provisional certificate.

## *Academic Requirements for Certification*

1. *Basic Education Areas* (A minimum of 15 hours' credit.)
  - a. Directed laboratory experience in a school setting
  - b. Education of the exceptional child
  - c. Philosophy, organization, and administration of the American school system
2. *Basic Psychology Areas*
  - a. Introductory psychology
  - b. Statistics
  - c. Child growth and development
  - d. Psychology of adjustment or mental hygiene
  - e. Psychology of learning
  - f. Social psychology or sociology
3. *Clinical Psychology and Personality Areas*
  - a. Abnormal psychology
  - b. Personality theory
  - c. Tests and measurements
  - d. Individual intelligence testing—children<sup>1</sup>
  - e. Individual intelligence testing—adults<sup>1</sup>
  - f. Introduction to personality testing<sup>1</sup>
  - g. Interviewing and counseling
  - h. Diagnosis of the exceptional child
  - i. Practicum in diagnosis and report writing<sup>1</sup>  
(battery of tests)<sup>1</sup>

<sup>1</sup> Supervision is necessary for the work required in these courses.

# WISCONSIN

## Certification Requirements

### School Psychometrist

1. Eighteen semester credits of professional education or its equivalent
2. A bachelor's degree plus 24 semester credits of graduate work in psychology and/or education
3. At least 18 semester credits in courses listed in Group A and at least 6 semester credits in courses listed in Group B

#### Group A

- \* Child or adolescent psychology
- \* Psychology of learning
- Experimental psychology
- Abnormal psychology
- \* Tests and measurements
- Statistics
- Social psychology
- Principles of psychotherapy
- \* Individual mental testing
- Projective psychology
- \* Supervised clinical practice
- Psychopathology
- Psychology of adjustment
- Social work

#### Group B

- Introduction to education
- Modern philosophies (issues) in education
- \* Curriculum, elementary instructional problems or teaching course in subject major
- Education of exceptional children
- Remedial instruction
- Guidance techniques
- School administration
- School law
- School finance
- Educational laboratory

NOTE.—Courses taken for bachelor's degree not to be repeated.

\* Starred courses are required.

4. At least 3 semester credits of supervised teaching or internship
5. Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward 1. The State superintendent may also determine equivalency.
6. The life certificate as school psychometrist may be obtained after 3 years of successful full time work as a licensed school psychometrist in Wisconsin public schools. Credit towards a life certificate may be earned by a licensed school psychometrist for those years in which his work has been that of a school psychometrist at least 25 percent of the time. Eligibility is secured when such part-time work equals 3 full school years.

### School Psychologist

1. A master's degree in psychology or education
2. Forty-eight semester credits of graduate work in the fields of psychology and education
3. Thirty semester credits in the field of psychology of which at least 24 semester credits shall be at the graduate level
4. Eighteen semester credits of professional education or its equivalent
5. At least 3 semester credits of acceptable supervised laboratory or clinical experience
6. Must have completed all courses required of school psychometrist



7. Must have had 4 years of experience in two or more of the following fields, 2 years of which must have been in school psychometric or psychological work: Teaching in elementary or secondary schools (may be waived upon investigation of department), experience in guidance clinics at social agencies and institutions dealing primarily with children and adolescents, experience as school psychometrist under supervision, experience in an educational or psychological clinic.
8. Credits obtained in the area of psychology that the school's department of education will accept as equivalent to professional education will be accepted toward 4. The State superintendent may also determine equivalency.
9. Credit toward a life certificate may be earned by a licensed school psychologist if at least one-half of his time is spent as a school psychologist. Eligibility is secured when such part-time equals 3 years of full time work as psychologist or if 3 full years as school psychologist have been completed successfully.

## **Part III**

# **School Social Workers and School Nurses**

## A. School Social Workers

### MINNESOTA

#### *Certification Requirements*

##### I. School Social Worker's (Visiting Teacher's) Certificate

A school social worker (visiting teacher) shall have a certificate based on the requirements as listed in A or B or C, below:

###### A.

1. A bachelor's degree from an institution approved by the State Board of Education
2. An elementary or secondary school teacher's certificate valid for teaching in the public schools of Minnesota
3. At least 18 quarter hours of college credit from an accredited institution selected from the following courses or their equivalents:
  - a. Child welfare or child and the state
  - b. Child development and behavior
  - c. Juvenile delinquency
  - d. Social case work
  - e. Mental hygiene
  - f. The home and school
  - g. The family
  - h. The child and society
  - i. Introduction to social work
  - j. Field work placement in social work
  - k. Introduction to psychiatry
  - l. Community organization
  - m. Legal aspects of social work
  - n. Medical information
  - o. Public welfare
  - p. Principles of group work
  - q. Principles of administration in social work
  - r. Dynamics of human behavior
  - s. Social work in education

Social work experience shall not be counted as an equivalent or substitute for any of the 18 quarter hours required for a school social worker's (visiting teacher's) certificate.

###### B.

1. A bachelor's degree from an institution approved by the State Board of Education
2. A college major in the field of sociology, social work, or psychology. If the major is in sociology or social work, there must be at least 9 quarter hours in psychology. If the major is in psychology, there must be at least 9 quarter hours in sociology or social work.



3. At least 18 quarter hours of college credit from an accredited institution selected from the following courses or their equivalents:

- a. Pupil personnel administration
- b. Pupil accounting
- c. Introduction to guidance
- d. Techniques of guidance and counseling
- e. Methods and techniques of instruction
- f. School and community relationships
- g. Elementary school curriculum
- h. Secondary school curriculum
- i. Public relations for schools
- j. History or philosophy of education
- k. Foundations of education
- l. Parent education
- m. Psychology of education
- n. Student teaching
- o. Public school administration
- p. Tests and measurements
- q. Education and economic welfare

Teaching experience shall not be counted as an equivalent or substituted for any of the 18 quarter hours required for a school social worker's (visiting teacher's) certificate.

C. At least 1 year of graduate training in an accredited school of social work plus nine credits in education (courses to be chosen from list under item B, 3 above, or 3 quarters of supervised field experience in school social work).

The school social worker's (visiting teacher's) certificate will be issued for 2 years and may be renewed without additional training. After the holder of a school social worker's (visiting teacher's) certificate has had 5 years of experience as a school social worker (visiting teacher), while holding such certificate, a life certificate may be issued upon application.

## II. Provisional School Social Worker's (Visiting Teacher's) Certificate

A provisional school social worker's (visiting teacher's) certificate shall be based on the requirements as listed in A or B or C, below:

A.

1. A bachelor's degree from an institution approved by the State Board of Education
2. An elementary or secondary school teacher certificate valid for teaching in the Public Schools of Minnesota
3. At least 9 quarter hours of college credit selected from the fields listed in item I, A, 3 above, or 9 full months of social work under a recognized social agency

B.

1. A bachelor's degree from an institution approved by the State Board of Education
  2. A college major in the field of sociology, social work, or psychology. If the major is in sociology or social work, there must be at least 9 quarter hours in psychology. If the major is in psychology, there must be at least 9 quarter hours in sociology or social work.
  3. At least 9 quarter hours of college credit from an accredited institution selected from courses or their equivalents listed in item I, B, 3 above, or 9 months of successful teaching experience in an elementary or secondary school.
- C. At least 1 year of training in an accredited graduate school of social work which would include a field placement under supervision for 3 quarters. This prefer-

ably should be in the field of school social work or in work related to children's problems.

The school social worker's (visiting teacher's) provisional certificate will be valid for 2 years and may be renewed. The school social worker's (visiting teacher's) provisional certificate will not be issued for life.

NOTE: All persons who have served as a school social worker (visiting teacher) for at least 3 years in the public schools of Minnesota prior to July 1, 1951, will be eligible for a school social worker's (visiting teacher's) certificate and will be considered to have met all the requirements.

## NEW MEXICO

### *Certification Requirements*

#### One-Year School Social Worker

##### *Educational Requirements*

In order to be certified an applicant must have successfully completed the requirements of the first year of graduate education leading to a master's degree from a school accredited by the Council on Social Work Education, including:

1. *Understanding the Individual*

Courses leading to an understanding of the individual, the expression of the interplay of physical, emotional, and intellectual forces in various life periods. These include medical, psychological, and psychiatric materials which govern the understanding of motivation of behavior, and the diagnosis of psychopathology, the neuroses and psychoses.

2. *Social Work Methods*

Case work; group work; community organization.

3. *Field Placement*

Two semesters or 3 quarters of field work in an agency offering case work services, established as a field instruction agency by the graduate school.

4. *Social Welfare Programs and Community Resources*

Courses leading to an understanding of how the community has and is providing for the welfare of children and adults, a study of agencies and resources serving children and adults, a study of legislation affecting children, etc.

5. *Research Methods*

Courses in social research designed to help interpret social studies and use research methods.

Course descriptions may vary from school to school, but this would approximate a basic first year in an accredited school of social work.

##### *Experience Requirements*

Either 2 years of full-time paid employment as a social worker in a child welfare, correctional, psychiatric, or family agency under the supervision of a professionally qualified social worker; and a course in the foundations of education, or

Two years of full-time paid teaching experience. The applicant must hold a valid teaching certificate for the State of New Mexico.

Verification of experience should be sent directly to the Director of Certification and Teacher Placement, State Department of Education, P.O. Box 999, Santa Fe, N. Mex., by any previous supervisor or employer.

### ***Renewal Requirements***

The one-year school social worker certificate may be renewed every year for not more than 5 years, during which period the applicant must acquire eligibility for the professional certificate. (See below.)

## **Five-Year Professional School Social Worker**

### ***Educational Requirements***

In order to be certified the applicant must have successfully completed the academic requirements for a master's degree in social work in a school accredited by the Council on Social Work Education.

### ***Experience Requirements***

One year of full-time paid experience as a school social worker. This experience requirement may be met during the first year of employment in New Mexico. That is, the applicant may be employed with this deficiency.

### ***Renewal Requirements***

The professional certificate must be renewed every 5 years upon demonstration of:

1. At least 3 years of employment as a school social worker during the life of the certificate
2. Evidence of professional growth through advanced work or participation in professional activities

If renewal requirements are not met and the professional certificate is allowed to lapse, re-application must be made for a provisional certificate until such time as the renewal requirements are met.

## **OKLAHOMA**

### **Counselor (Visiting—Grades 1-12) <sup>1</sup>**

This certificate authorizes the holder to accept employment as a visiting counselor in any school district in Oklahoma and to perform the duties of a visiting counselor when so employed.

#### ***Requirements for the Standard Certificate***

1. The applicant shall satisfy all general requirements of eligibility.
2. The applicant shall have had 2 full years of satisfactory experience as a visiting counselor.
3. The applicant shall have had 2 full years of experience as a classroom teacher, or have graduated from an accredited school of social work, or 1 year's work in an accredited school of social work plus 1 year's experience as a professional worker in an agency offering social casework services or 1 year's experience as a classroom teacher beyond this 1 year's training. This 1 year's work in an accredited school of social work shall be a minimum of 28 graduate hours of social work courses which shall include social casework and supervised fieldwork experiences.
4. The applicant's academic preparation shall include not fewer than 8 semester hours of graduate work in an accredited school of social work.

<sup>1</sup> This certificate is not involved with an approved teacher-education program; and, therefore, all applications for its issuance should be sent directly to the Director of the Division of Certification, State Department of Education, Oklahoma City 5, Okla.



5. The applicant shall have completed, in addition to satisfying the above requirements, 18 semester hours of professional education to include work in each of the following areas:
- Advanced courses in educational and/or psychological tests and measurements.
  - Foundations of education (philosophy, history, introductory courses in elementary and/or secondary education)—maximum of 4 hours
  - Human growth and development (advanced courses in child psychology, child development, adolescent psychology, or equivalent courses in an accredited school of social work)
  - Introduction to exceptional children plus work in at least two or more of the following areas: (a) Abnormal psychology, (b) elements of school administration, (c) guidance and counseling, (d) individual psychological testing, (e) mental hygiene, (f) psychology of learning, (g) special education, (h) statistical methods, (i) student teaching or supervised field work

#### *Alternate Requirements for the Standard Certificate*

A person may be issued a standard certificate as a visiting counselor who does not qualify under the regular requirements provided (1) he satisfies all general requirements of eligibility, (2) he is employed as a visiting counselor at the time of application, and (3) he has had 3 full years or more of experience as a classroom teacher.

#### *Requirements for the Provisional Certificate*

- The applicant shall satisfy all general requirements for eligibility.
- The applicant shall have had not less than 2 full years of experience as a classroom teacher, be a graduate from an accredited school of social work, or have 1 year's work in an accredited school of social work plus 1 year's experience as a professional worker in an agency offering social casework services or 1 year's experience as a classroom teacher beyond this 1 year of training. The 1 year's work in an accredited school of social work shall include social casework and supervised fieldwork experience.
- The applicant shall have completed a minimum of 16 semester hours of work which shall count toward meeting requirements for the standard certificate, including a minimum of one course in the field of social work in an accredited school of social work.

#### *Requirements for the Temporary Certificate*

- The applicant shall satisfy all general requirements for eligibility.
- The applicant shall have had at least 2 full years of experience as a classroom teacher.

No additional academic preparation is required.

## UTAH

### *Certification Requirements*

#### **School Social Worker**

After September 1, 1961, an applicant for a school social worker certificate must present evidence:

- That he presently holds or is eligible to hold a Utah teacher's certificate issued on 4 years of college training

2. The completion of a 1-year program in an accredited graduate school of social work with fieldwork training in a school setting or an agency which insures a substantial amount of work with children
3. Included in, or in addition to, the training listed in items 1 and 2 above, there must be at least one acceptable course in each of the following areas:
  - a. Exceptional children
  - b. Psychometrics in guidance
  - c. Human growth and development (covering both adolescent and child psychology)
  - d. Counseling
  - e. Statistics
  - f. Introduction to pupil personnel services
4. That he be recommended by an accredited institution with an approved graduate school of social work

Applicants for the certificate for school social workers who possess the M.S.W. degree from an accredited graduate school of social work may secure certification as a school social worker by satisfying the following requirements:

1. That he be recommended by an accredited institution with an approved graduate school of social work
2. Appropriate fieldwork experience completed in a school setting or an agency which insures a substantial amount of work with children
3. Completion of some study in each of the following areas of education:
  - Philosophy of education
  - Understanding the curriculum
  - Psychometrics in guidance
  - Organization and administration of schools
  - School health education

## WASHINGTON

### *Certification Requirements*

#### **School Social Worker**

#### *Role and Function*

The school social worker supplements the professional contribution of the teacher and other school personnel in helping children to constructively use the educational opportunity provided in the schools. Through a working relationship with the teacher there is mutual sharing in the understanding of a child's behavior and planning for the child, as well as increased awareness of the emotional interaction and behavior of the classroom group.

Studies give sufficient evidence that children, even early in elementary grades, show in many ways social and emotional difficulties which retard or make impossible their educational progress.

From research it is known that such common things as dissatisfaction with school, poor school work, aggressiveness or timidity, withdrawing behavior, fearfulness, marked dependency, unsatisfactory relationships with other children or adults, and truancy may all be symptoms of underlying difficulty. Every school has some of these children, often problems to themselves as well as to the school.



The aim of the school social worker is to help the school identify children who present social and emotional difficulties, and to give social work service which will enable these children to make satisfactory progress in the classroom. This aim is achieved through:

1. Consultation service to teachers, principals, and other school personnel
2. Individual or group help to parents and children, and
3. Liaison service in utilizing community resources for the benefit of children

The competencies needed in the school social worker are a specialized social work skill, thorough knowledge of behavior causation, human growth, community resources, and the ability to work with professional personnel in the school and the community.

### *Educational Requirements*

Professional education in social work is required on a postgraduate level in an accredited school of social work, which offers a 2-year, 6-quarter program leading to a master's degree in social work.

Undergraduate preparation for professional study in social work, as recommended by the Council on Social Work Education, the national accrediting group for social work education, is as follows:

1. The general objective of undergraduate study is to develop a broad understanding of man and society including social, biological, economic, and cultural aspects.
2. Undergraduate preparation should include the usual foundation skills which are a part of collegiate work, such as mathematics, physical and biological sciences, humanities, and English speaking and composition.
3. Advanced work in the undergraduate years should be centered in the social sciences, including history, sociology, political science, economics, psychology, and anthropology. Thus a broad liberal arts education with a concentration in social science is the recommended program.

Postgraduate professional social work preparation is centered in the following areas:

1. The philosophy, organization, and administration of social service programs
2. Knowledge of laws pertaining to children, parental responsibilities, and community resources, including the schools, courts and other social institutions
3. Understanding of human growth and behavior, including the psychology of adjustment in children and adults, common human needs, and services for exceptional children and their families
4. Social case work theory, with emphasis on diagnosis and case work treatment, through analysis of basic interviewing principles in practice
5. Social group work, community organization, research methods, all related to theory and practice
6. Directed laboratory experience in social work and research

A master's degree in social work requires satisfactory completion of the prescribed curriculum in a school of social work of a 2-year, 6-quarter postgraduate study; the equivalent of 6 quarters of directed laboratory experience in an approved social agency, clinic, or institution for 2 to 3 days per week; and completion of either an individual or group research project.

### *Minimum Standards for Certification*

Specialized personnel certification requirements are based upon the premise that the preparation for the professional specialization itself is most appropriately designed, and standards set by members of the profession involved. Professional course content, therefore, is that which is recommended by the professional group concerned regardless of the setting selected for performance of that specialty.



However, certification is a way of requiring certain common learnings and/or experience. In order to work effectively in the school setting and further the goals of education, the maximum professional preparation in the specialty is desirable. Orientation to the school philosophy, methods, organization, and group activity is an additional resource in successful supplementary service to professional educators.

The professional organization for the specialty of social work is the National Association of Social Workers. Present requirements for membership are that a 2-year curriculum in an accredited school of social work has been completed which leads to a master's degree in social work. Such a degree is recommended for the standard certificate of a school social worker, as this insures full professional preparation.

School social workers will hold either a provisional or a standard certificate.

## **Provisional Certificate (Valid Under Same Conditions as Provisional Teaching Certificate)**

### ***Minimum Requirements***

1. A master's degree from an accredited school of social work, or
2. The following combination:
  - a. A bachelor's degree from an approved institution
  - b. One full year of postgraduate study in an accredited school of social work, 1 full year of directed field placement in an agency approved by the school of social work, and
  - c. Two years of successful experience under the supervision of a qualified supervisor in an approved family or children's agency, or 2 years of successful teaching experience
3. Completion of a minimum of 15 quarter hours of professional education courses, including practice teaching or directed laboratory experiences in a school situation

## **Standard Certificate**

### ***Minimum Requirements***

1. Fulfillment of all requirements for the provisional certificate
2. A master's degree from an accredited school of social work, and
3. Completion of 2 years of successful experience as a school social worker

## **Persons Presently Employed as School Social Workers (Prior to 1961-62)**

For a period of 5 years from the effective date of these requirements, those who have performed successfully the functions of the school social worker for a period of at least 2 years and who meet the minimum requirements of the provisional certificate shall be granted the standard certificate.

# **WISCONSIN**

## ***Certification Requirements***

### **School Social Worker**

#### **1. Junior School Social Worker**

Eighteen semester hours of professional education or its equivalent is basic. One year satisfactorily completed in an approved school of social work at the graduate level is required. The State superintendent may issue temporary cer-

tification to applicants with deficiencies either in social work or education. Such deficiencies must be removed at the minimum rate of 6 semester hours per year. There shall be no life certificate at the junior school social worker level. All persons who qualify as junior school social workers after June 30, 1964, must reach senior school social worker status before any form of renewal license may be given.

**2. Senior School Social Worker**

Eighteen semester hours of professional education or its equivalent. A master's degree in social work taken in an approved school of social work. A minimum of 3 years' experience in a recognized social agency working with children and youth or performance of the work of a school social worker for 3 years. Credits obtained in the social work course that the school's department of education will accept as equivalent to professional education will be accepted toward a license to teach in 1 and 2. The State superintendent may also determine equivalency.

## **B. School Nurses**

### **INDIANA**

#### *Certification Requirements*

#### **Endorsement for School Nurse**

1. Candidates for endorsement for school nurse are not required to meet the general requirements for school services personnel certificate, provisional.
2. Minimum qualifications for endorsement for school nurse on the school services personnel certificate, provisional, are:
  - a. Professional nurse registration in Indiana
  - b. Evidence of completion of a national accredited baccalaureate program in basic nursing, general nursing, or public health nursing, all of which include preparation for beginning positions in public health nursing
  - c. A baccalaureate curriculum totaling 120 semester hours with minimum essentials in public health nursing including:
    - Principles of public health nursing
    - Nursing services
    - Public health administration
    - Preventive medicine
    - Nutrition
    - Social service
    - Methods of teaching
    - Growth and development
    - Foundations of human behavior
    - Field instruction in public health nursing
3. Minimum qualifications for endorsement for school nurse on the school services personnel certificate, professional, are:
  - a. Three years of experience as a school nurse subsequent to endorsement as a school nurse on the school services personnel certificate, provisional
  - b. A master's degree in nursing education, health education, or public health from an institution of higher education accredited to offer such a program

- c. Recommendation of the institution of higher education granting the master's degree.
- 4. Endorsement for school nurse qualifies the holder to serve as a school nurse in the public schools of Indiana

## MINNESOTA

### *Certification Requirements*

#### Public School Nurse

##### *General Requirement*

Current registration to practice as a licensed registered nurse in Minnesota.

##### *Certificate*

A certificate as a public school nurse may be granted to a person who fulfills the following requirements:

1. Certification as a public health nurse pursuant to M.S.A. 145.10.
2. A baccalaureate degree including approved preparation in public health nursing
3. A minimum of 6 quarter or 4 semester hours of college courses selected from the following fields:
  - Educational psychology
  - Philosophy of education
  - History of education
  - Curriculum
  - Education of exceptional children
  - School health instruction

##### *Provisional Certificate*

1. A provisional certificate as a public school nurse may be granted to a person who fulfills either of the following:
  - a. Graduation from a collegiate school of nursing, or
  - b. Graduation from a diploma nursing program, and in addition at least 45 quarter hours or 30 semester hours of general academic education in a regionally accredited college
2. Time Validity
  - a. A provisional certificate as a public school nurse shall be valid for 2 years.
  - b. No initial provisional certification as a public school nurse shall be granted after July 1, 1965.
3. Renewals
  - a. Each renewal of the provisional certificate as a public school nurse shall be valid for 2 years.
  - b. A provisional certificate as a public school nurse may be renewed upon completion of 24 quarter hours or 16 semester hours of approved courses toward the completion of a baccalaureate degree program approved for public health nursing by the National League for Nursing for each 2-year renewal.

These regulations shall not affect public school nurses who were employed before the effective date of these regulations.



# WASHINGTON

## *Certification Requirements*

### **School Nurse**

#### *The Role and Function*

The school nurse is in a unique position in the school. As a leader in the field of health, few other persons can make the type of contribution which a well-prepared nurse can make when she understands her functions as related to the school program. Her greatest contribution to the school program is in the help she, as a professionally trained person, is able to give children, parents and school personnel through an educational approach. Ultimately, she makes it easier for the teacher to teach when she can help maintain optimum health in the pupil. She participates with others in the school in planning and developing the school health program which takes into consideration the personal and environmental needs of the child and promotes the health of the school personnel.

The nurse serves as health adviser interpreting to the school staff the home backgrounds and community conditions which affect the health of children, helping teachers relate health instruction and guidance to specific needs, and assisting in the selection of authentic health education teaching materials. The nurse helps to interpret the school health program to the homes and community agencies, and the health needs of the home and community to the school, aiding them to coordinate their efforts effectively.

The school nurse now more than ever must be one who knows the meaning and value of special educational opportunities for children with various types of handicaps and limitations—physical, mental, emotional or environmental—and it is often largely her responsibility to secure early diagnosis and treatment and a plan for rehabilitation. Usually she works in cooperation with pupil personnel or guidance services.

The scope of the school nursing program as it has developed over the years must be broad and varied if it is to serve the needs of each pupil. Therefore, the professional preparation of the school nurse should include broad social and cultural content as well as sequential professional content to equip her for giving the breadth and depth of service and degree of independent judgment required of her.

The general functions of the school nurse may include the following:

1. Giving leadership and guidance in the development of a total school health program
2. Participating in the formulation of policies, standards, and objectives of a school health program
3. Serving as a consultant or resource person to the administrator, parents, children, and teachers in regard to the health needs of the children
4. Assisting in planning the budget for health services
5. Serving as a member of the school health council
6. Acquainting the administration and other school personnel with health problems and resources in the school, home, and community
7. Participating in the coordination of the school program with the total health program of the school and community
8. Assisting in planning and conducting in-service health education for school personnel
9. Participating in health curriculum planning and evaluation
10. Using health services as a means of direct and indirect health education
11. Is an active participating member in faculty and parents' meetings
12. Is an active participating member in school building meetings

The certification requirements promote the view that nursing specialization should be on a graduate level within the field of school nursing. The recommended program follows:

- |   |  |
|---|--|
| <p>1. <i>Preparation in School Nursing</i>.....</p> <p style="padding-left: 20px;">a. Theory courses selected from areas of nursing, health education, public health (e.g., theory and practice of principles, information, and skills especially needed by school nurses).</p> <p style="padding-left: 20px;">b. Directed laboratory (or field work) experience (To provide an opportunity to practice a complete school nursing service in a school setting) .....</p> <p style="padding-left: 40px;">(1) <i>Service to pupils</i>.—Health appraisal, follow-up of findings, teacher/nurse and nurse/parent conferences, use of records, cooperation with other professions in the school and use of community resources, selection of methods and materials for health teaching of children.</p> <p style="padding-left: 40px;">(2) <i>Participation in the total school program</i>.—Staff meetings, nurse/principal conferences, orientation to administrative planning, school policies, school law.</p> <p>2. <i>Individual Research</i> .....</p> <p style="padding-left: 20px;">Including individual study and reporting of the problems related to the field. This includes methods and research techniques.</p> <p>3. <i>Supporting Courses</i> .....</p> <p style="padding-left: 20px;">Should include courses selected from fields such as education and social work (e.g., methods, school administration, audiovisual aids, philosophy of education, educational psychology, interviewing)</p> | <p>Credits</p> <p>14-17</p> <p>3-6</p> <p>10-15</p> <p>12-15</p> |
|---|--|

### *Educational Background*

At the present time there are nurses employed by schools who have varying levels of training. A brief explanatory outline follows:

1. R.N. diploma received after 3 years nurse's training in an accredited school of nursing and State Board examination
2. R.N. who has additional college credits without a bachelor's degree
  - a. *Past*.—Certificate in public health nursing (discontinued in 1952) required 40 to 60 quarter hours in addition to R.N. diploma
  - b. *Present*.—Equivalent to certificate program is now being offered at several universities as a step toward procurement of bachelor's degree.
3. R.N. with bachelor's degree
  - a. *Past*.—Bachelor's degree represented 225 quarter hours and took approximately 5 years to obtain.
  - b. *Present*.—Program coincides with those of other colleges in requiring 180 quarter hours for a degree. (Some degree programs prepare a nurse for first-level positions under supervision in all fields of nursing. Other programs do not prepare for positions in public health nursing.)
4. R.N. with master's degree
  - a. *Past*.—Obtained in related fields of nursing as there has not been an established graduate program for school nurses at any university in the country up to the present time.
  - b. *Present*.—Specialization in any area of nursing now requires graduate level study. There is being developed at the University of Washington a program for a master's degree in school nursing.

### ***Certification Requirements***

School nurses will hold either a provisional or a standard certificate.

### **Provisional Certificate (Valid Under Same Conditions as the Provisional Teaching Certificate)**

#### ***Minimum Requirements***

1. Registered nurse licensed in the State of Washington, and
2. Bachelor's degree in a program accredited (or approved) for first-level positions in public health nursing, or  
Certificate in public health nursing (or equivalent) with 3 years of successful supervised experience in a public health program which includes experience in school nursing
3. Completion of a minimum of 15 quarter hours of professional education courses including practice teaching or directed laboratory experiences in a school situation

### **Standard Certificate**

#### ***Minimum Requirements***

1. Two years of successful experience in school nursing as a school nurse under the provisional certificate, and
2. Master's degree with a major in school nursing or its equivalent in public health nursing

### **Standards for Persons Presently Employed as School Nurses (Prior to 1961-62)**

The following applies to school nurses who have been employed by local boards of education for 2 years or more at the time of inception of the new standards for certification:

1. A registered nurse who does not meet requirements for the provisional certificate must participate in a planned program accredited (or approved) by the National League for Nursing which would meet minimum educational requirements for the provisional certificate. This must be completed within 5 years in order to obtain the standard certificate, or
2. A registered nurse who has a certificate in public health nursing, or equivalent, or a bachelor's degree including public health nursing, or more, shall be issued a standard certificate.